

**CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA**

August 4, 2015

6:00 p.m.

**Municipal Administration Building
Commission Chambers
201 W. Central Avenue
Lake Wales, FL 33853**

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MAYOR

5.I. Certificate Of Appreciation - Dickerson Florida

Documents: [CERTIFICATE OF RECOGNITION DICKERSON FL.PDF](#)

5.II. Proclamation: The Lake Wales Care Center's 30th Anniversary - "Stay-At-Home Work Camp"

Documents: [STAY AT HOME WORK 30TH ANNIV.PDF](#)

6. ANNUAL REPORT

7. PRESENTATION

8. COMMUNICATIONS AND PETITIONS

Public participation is encouraged. If you are addressing the Commission, step to the podium and state your name and whether your address resides inside or outside City limits. Please limit your discussions to five (5) minutes.

9. CONSENT AGENDA

Any member of the public can ask the City Commission to pull a consent item for separate discussion and vote that they would like to make comment on.

9.I. APPROVAL OF MINUTES: July 7, 2015 Reg.; July 14, 2015 Budget Workshop ; July 21, 2015 Reg.

Documents: [2015-07-07REG.PDF](#), [2015-07-14BWK.PDF](#), [2015-07-21REG.PDF](#)

9.II. Small FRDAP Grant Application For Soccer Field Lights

Documents: [AGENDA ITEM FRDAP 2015 SOCCER LIGHTS SMALL.DOCX](#), [2016-2017_FRDAP_APP_SMALL.PDF](#), [FISCAL IMPACT SMALL SOCCER FIELD LIGHTING.PDF](#)

9.III. Large FRDAP Grant Application For Soccer Field Lights

Documents: [AGENDA ITEM FRDAP 2015 SOCCER LIGHTS.PDF](#), [2016-2017_FRDAP_APPLICATION_V2.PDF](#), [FISCAL IMPACT - SOCCER FIELD LIGHTING LARGE.PDF](#)

9.IV. Special Event Application: First Baptist Church Block Party

Documents: [AGENDA ITEM FBC BLOCK PARTY.PDF](#), [FBC BLOCKPARTY APP.PDF](#)

9.V. Preliminary Financial Statements For June 30, 2015

Documents: [001 - AGENDA -COMMISSION FINANCIALS - JUNE 2015.PDF](#), [002 - COMMISSION FINANCIALS - JUNE 2015.PDF](#)

10. OLD BUSINESS

10.I. Ordinance 2015-05, Cemetery Ordinance - 2nd Reading & Public Hearing

Documents: [001 - AGENDA MEMO - CEMETERY ORDINANCE 2015-05.PDF](#), [002 - CEMETERY ORDINANCES 2015-05.PDF](#)

10.II. Ordinance 2015-06, Amendment To Fire Prevention Ordinance - 2nd Reading & Public Hearing

Documents: [MEMO-ORD2015-06, AMENDMENT TO CH 10, FIRE PREVENTION.PDF](#), [ORDINACE 2015-06 AMENDING CHAPTER 10.PDF](#)

11. NEW BUSINESS

11.I. Resolution 2015-15, Provision For Municipal Cemetery Rates

Documents: [002.5 - AGENDA MEMO - RESOLUTION 2015-15.PDF](#), [003 - RESOLUTION 2015-15 CEMETERY RATES -08-04-2015.PDF](#)

11.II. Former Adult Day Care Facility Sale To Central Florida Health Care, Inc., By Polk County

Documents: [MEMO RE ADULT DAY CARE SALE 072815.PDF](#), [DEED TO POLK COUNTY.PDF](#)

11.III. Appointment To The Library Board

Documents: [MEMO-BOARD APPT.PDF](#), [BOARD APPLICATION \(PDF\) _BRYSTALMICHALKIEWICZ_SIGNED.PDF](#), [EMAIL-LAKE WALES PUBLIC LIBRARY BOARD.PDF](#)

12. CITY MANAGER

12.I. TRACKING REPORT

Documents: [TRACKING.PDF](#)

12.II. City Commission Meeting Calendar

Documents: [MEETING CALENDAR, 08-04-2015.PDF](#)

12.III. Other Meetings & Events Calendar

Documents: [OTHER MEETINGS CALENDAR,08-04-15.PDF](#)

12.IV. Boards, Committees, & Commissions Information

Documents: [AGENDA ITEM - ANNUAL REPORTING SCHEDULE.PDF](#)

13. CITY COMMISSION COMMENTS

14. MAYOR COMMENTS

(The full staff memo will be incorporated into the official record)

Minutes of the City Commission meeting can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

Appeals concerning decisions on issues requiring a public hearing:

Persons who wish to appeal any decision made by the City Commission with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

CERTIFICATE OF APPRECIATION



Dickerson Florida

In recognition of your leadership, compassion and willingness to share your company's resources to help others in a time of crisis. Your heroic efforts shine as a beacon of light during this tragedy.

Awarded this 4th day of August, 2015

Eugene Fultz, Mayor City of Lake Wales

Proclamation

WHEREAS, the Stay-At-Home Work Camp has been a vital and successful extension of the Lake Wales Care Center for 30 years; and

WHEREAS, the Lake Wales Care Center board and staff has ensured the proper use of private and public funds for the Stay-At-Home Work Camp; and

WHEREAS, the Stay-At-Home Work Camp has provided an environment for personal growth, awareness of community needs, and development of home repair skills for Middle School and High School youth; and

WHEREAS, the Stay-At-Home Work Camp has brought together leaders from area churches, businesses, and civic groups to provide role models in public service, professional know-how, and Christian witness; and

WHEREAS, the Stay-At-Home Work Camp has been instrumental in helping the Care Center renovate and maintain its parks and historic structures throughout the city, which are used for its vast program activities; and

WHEREAS, the Stay-At-Home Work Camp has been supported with meals and recreation time by groups and individuals throughout the community;

NOW, THEREFORE, I, Eugene Fultz, by virtue of the authority vested in me as Mayor of the City of Lake Wales, in the State of Florida, do recognize, on behalf of our fair city, the wonderful benefits provided to our youth, homeowners, and citizens by the Lake Wales Care Center's

STAY-AT-HOME WORK CAMP 30th Anniversary!

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Lake Wales, Florida to be affixed this 4th day of August 2015.

Mayor/Commissioner

The meeting of the Lake Wales City Commission was held on July 7, 2015 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Fultz at 6:00p.m. following the invocation and the Pledge of Allegiance.

INVOCATION

The invocation was given by Deputy Mayor Thornhill.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Terrye Howell; Christopher Lutton, Eugene Fultz, Mayor; Jonathan Thornhill, Pete Perez

COMMISSIONERS ABSENT:

CITY REPRESENTATIVES PRESENT: Kenneth Fields, City Manager; Clara VanBlargan, City Clerk; Jennifer Nanek, Deputy City Clerk; Albert C. Galloway, Jr., City Attorney

[Full staff memos are incorporated into the minutes. Meetings are recorded, but not transcribed verbatim.]

MAYOR

Agenda Item 5. Proclamation: Lakes Appreciation Month; July 2015

Mayor Fultz presented a Proclamation establishing July 2015 as "Lakes Appreciation Month" to Tabitha Biehl, Executive Director of the Lakes Action Education Drive.

ANNUAL REPORT

Agenda Item 6. Lake Wales Code Enforcement Board – Presentation by Chair Melissa Konkol

Melissa Konkol, Chair of the Code Enforcement Board, gave an update on the board's activities over the past year. Ms. Konkol reviewed the statistics from the past year compared with the previous year and encouraged the hiring of an additional code enforcement officer as there are fewer cases this year. Deputy Mayor Thornhill asked why three meetings were cancelled this past year. Cliff Smith, Building Official/Code Enforcement Director, said that three meetings were canceled this past year because all the cases were resolved and explained that many violations are resolved quickly. Ms. Konkol said that there is a need for demolition of property. Kenneth Fields, City Manager, said there will be additional money for demolition next year. Commissioner Lutton cautioned against the city owning a lot of vacant property. Mayor Fultz said we will consider additional staff during the budget time. Commissioner Lutton asked that we beware of Code Enforcement being too heavy handed when addressing issues.

Sylvia McRae, non-resident, asked if a property gets demolished if the owner is deceased and taxes being paid. Mr. Smith explained that only if a building is unsafe or beyond repair does it get demolished. Commissioner Lutton clarified that it's not just appearance but the building is unsafe in some way. Mr. Smith confirmed. Deputy Mayor Thornhill said even though the taxes are being paid the building would need to be kept up. Mayor Fultz added that it would go through the process where the owner was notified and it would not be an overnight decision. Albert C. Galloway Jr., City Attorney, said that during the process to acquire easements for the C Street project, some properties went three generations back without formally changing owners but the taxes were still being paid and property kept up.

Deputy Mayor Thornhill announced that there is a vacancy on the Code Enforcement Board if anyone is interested. Mayor Fultz added that the application is available from the City Clerk's office.

PRESENTATIONS

COMMUNICATIONS AND PETITIONS

Terry Christian, from the lodge at 147 B Street, they have hosted some events and getting active again. The police department is concerned about the number of people who attend their events. They are in control on how many enter their building. They are not currently open on Sunday, an organization decision. They hope some issues get resolved so they can do some good for the community. They would like to buy some of the city parcels for additional parking for their building. He presented a certificate of appreciation to Kenneth Fields as a thank you for his help in resolving these concerns. Mayor Fultz commended the efforts in communicating with the City and the police department as it is important.

Sylvia McRae, non-resident, expressed support for the Elks Lodge and reviewed all the past good things they did for the community. She appreciates the efforts to revitalize the lodge and they should be commended.

Commissioner Howell commended Terry Christian for his efforts with the lodge; she and other family members are members of the organization. It has had its ups and downs through the years, but she is glad to see it active again as it is a good resource for the community and is glad to hear they will meet with the Police Department to be sure all issues are resolved. She thanked everyone for coming out.

Elton Peterson, member of the lodge, expressed concerns about the parking arrangements. Many lots in the area belong to the City; attendees parking there should not be ticketed. He appreciates help from the police to disperse the crowd after their events. He asked for the City's support of their organization.

Kenneth Fields, City Manager, explained that the lodge is a success and getting good attendance. He appreciates Mr. Christian's efforts to bring events there. They will meet on the 9th [July 9] to address the issues concerning crowds and parking in a primarily residential neighborhood. All sides are talking and everyone is cooperative and the issues can hopefully be resolved.

CONSENT AGENDA

Agenda Item 7. APPROVAL OF MINUTES: June 16, 2015, Regular Meeting

Agenda Item 8. Polk County Water Cooperative Interlocal Agreement

Agenda Item 9. Purchase Authorization for Street Maintenance Projects

Commissioner Howell made a motion to approve the Consent Agenda. Deputy Mayor Thornhill seconded the motion.

By Roll Call Vote:

Commissioner Howell	"YES"
Deputy Mayor Thornhill	"YES"
Commissioner Perez	"YES"
Commissioner Lutton	"YES"
Mayor Fultz	"YES"

The motion carried 5-0.

OLD BUSINESS

Agenda Item 10. ORDINANCE 2015-04, Amendments to Zoning, Land Use and Development Regulations -2nd Reading & Public Hearing

City Clerk Clara VanBlargan read **ORDINANCE 2015-04** by title only.

ORDINANCE 2015-04

(Amendments to zoning regulations, Chapter 23 – Code of Ordinances)

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 23, ZONING, LAND USE AND DEVELOPMENT REGULATIONS; AMENDING TABLE 23-220 LAND USE APPLICATIONS, REVIEW, APPROVAL AND PUBLIC HEARING; AMENDING SPECIAL EXCEPTION USE PERMIT; AMENDING VACATION OF PUBLIC RIGHTS-OF-WAY OR PUBLIC EASEMENT; AMENDING FINAL SUBDIVISION PLAT; AMENDING ACCEPTANCE OF DEVELOPER DONATIONS, DEDICATIONS, CONTRIBUTIONS, ETC; AMENDING STREET CLASSIFICATION SYSTEM; AMENDING STREET ACCESS REQUIREMENT; AMENDING TABLE 23-405; AMENDING CERTAIN PERMITTED AND SPECIAL PERMIT USES IN VARIOUS ZONING DISTRICTS; AMENDING AND ADDING DEFINITIONS; AMENDING LANDSCAPE STANDARDS; AMENDING FENCES AND HEDGES; AMENDING DIMENSIONAL STANDARDS – RESIDENTIAL; AMENDING ACCESSORY UNITS – RESIDENTIAL PROPERTIES; MAKING MISCELLANEOUS CORRECTIONS, CLARIFICATIONS, AND ADJUSTMENTS; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

Kathy Bangley, Director of Planning and Development, reviewed Agenda Item #10.

OPENED FOR PUBLIC COMMENT

No Comment

CLOSED FOR PUBLIC COMMENT

Deputy Mayor Thornhill made a motion to adopt **ORDINANCE 2015-04** on second reading and public hearing. Commissioner Howell seconded the motion.

By Roll Call Vote:

Deputy Mayor Thornhill	"YES"
Commissioner Howell	"YES"
Commissioner Lutton	"YES"
Commissioner Perez	"YES"
Mayor Fultz	"YES"

The motion carried 5-0.

Agenda Item 11. Polk County Water Cooperative Interlocal Agreement

Kenneth Fields, City Manager, reviewed Agenda Item #11.

Commissioner Perez asked how much this would cost and where the money would come from. Mr. Fields answered that the cost is \$46,400 a year and that it would be budgeted into the Utility Fund. The amount is based on population. Polk County and cities are funding 50%, the District the other 50%. The County will oversee this; this is not another level of government. Commissioner Lutton expressed concern about having equal representation as larger cities such as Lakeland. Mr. Fields said it is important for us to have a seat at the table and have our voice heard at all times. All projects must be done on a regional basis in order to get

funding. All the cities will be in the same boat and will have to work together. Commissioner Lutton also expressed concern about stupid deals as have been done in the past such as selling reclaimed water way too cheap.

Commissioner Lutton made a motion to approve the Interlocal Agreement. Deputy Mayor Thornhill seconded the motion.

By Roll Call Vote:

Commissioner Lutton	"YES"
Deputy Mayor Thornhill	"YES"
Commissioner Howell	"YES"
Commissioner Perez	"YES"
Mayor Fultz	"YES"

The motion carried 5-0.

NEW BUSINESS

CITY MANAGER

Agenda Item 15. City Commission Tracking Report:

Kenneth Fields, City Manager, reported that work has begun on the Skate Park and will wrap up in a few weeks.

The Airport project is in its final stages and there is positive feedback from FAA and FDOT on future expansion. Because of this, interest in the Airport has grown such as private leases for hangars.

Approved on the Consent Agenda are two street improvement projects on West Central Ave which has seen increased traffic lately and North Market Street downtown.

The new website is up. The final stages of the Scenic HWY/SR 17 project are in process with milling and resurfacing then FDOT will move on to the round-a-bout project at Hunt Bros Road.

Agenda Item 16. City Commission Calendar

Next Tuesday is the scheduled budget workshop. We got the first set of state revenue numbers today which were higher than we thought and awaiting the rest over the next few days. He said he hopes to be able to present a balanced budget on Tuesday with as many of their priorities as possible.

Agenda Item 17. Annual Reporting – Boards, Commissions, and Committees

CITY COMMISSION COMMENTS

Commissioner Howell asked how long the gym floor will take. The floor will take two weeks.

Commissioner Perez asked for a preliminary copy of the budget to review for the meeting. Mr. Fields confirmed that a copy will be provided to them by Friday.

Deputy Mayor Thornhill said that the 4th of July went well, the rain held off and no major problems were reported.

MAYOR COMMENTS

The meeting was adjourned at 6:49 P.M.

Mayor/Deputy Mayor

ATTEST:

City Clerk Clara VanBlargan, MMC

A budget workshop meeting of the City Commission was held on July 14, 2015 at 6:00 p.m. in the Commission Chamber at the Municipal Administration Building. The meeting was called to order by Mayor Eugene Fultz.

COMMISSIONERS PRESENT: Jonathan Thornhill, Pete Perez, Christopher Lutton, Eugene Fultz, Mayor, Terrye Howell

COMMISSIONERS ABSENT:

CITY REPRESENTATIVES PRESENT: Kenneth Fields, City Manager; Clara VanBlargan, City Clerk; Albert C. Galloway, Jr., City Attorney

Agenda Item 2. FY'2015-2016 Draft Budget Discussion

Kenneth Fields, City Manager, reviewed the draft budget for 2015-2016. This is a balanced budget with a 1 full mill reduction to 7.3638. The budget hearings are set for Thursday September 3, and Tuesday September 15.

Commissioner Lutton asked about the reserve unit at the Fire Department, how is it used and how reliable does it need to be? Fire Chief Jenkins explained that it needs to be pretty reliable. We have 2 engines and a ladder that are front line. One is currently at fleet and will be out for 2 weeks. The ISO ratings are based on pump capacity so this new truck has a pump capacity 1500 gallons per minute is replacing a truck of a pump capacity at 1250 gallons a minute that is barely passing pump tests these past several years. The new truck will save us \$8800 in maintenance the first year. This is a better truck and holds more equipment. Mayor Fultz suggested this would help us get a better ISO rating. Chief Jenkins confirmed this.

Commissioner Perez asked about the Bomber Baseball Field (North West Complex) are we responsible for it? Mr. Fields explained that the city owns the fields, we pay the Bombers to maintain the fields, but Capital projects remain the city's responsibility. There are some capital projects we would like to do out there such as the dugouts, but we didn't have enough funds for next year.

Deputy Mayor Thornhill asked about the status of an officer at the mall. Police Chief Velasquez explained that the possibility was explored but it didn't go through. It would have been too costly as they wanted to use the Police as their security. Chief Velasquez explained the benefits of accreditation, it makes sure the department is evaluated and measuring up to higher standards. Commissioner Perez asked about the new position to help with accreditation, what qualifications might this person need? Chief Velasquez said that they have to work on the job description but he hopes to find someone with prior law enforcement experience and accreditation experience. This could be a part-time or contracted position. Commissioner Lutton asked about the possible new police officers that would be funded through the COPS grant if received. Are those the ones listed on the bottom? Chief Velasquez confirmed they were. Commissioner Lutton asked if they were listed at 25%. Dorothy Ecklund, Finance Director, explained that they are listed at full amount and the revenue from the grant is recognized separately. Commissioner Lutton asked how many years the grant is for. Chief Velasquez explained that the grant is for 3 years and we must keep them on for another year afterwards. Mr. Fields explained that they hope that revenues will have increased by then to cover the costs of the officers and one will be dedicated to traffic enforcement which will generate some revenue.

Commissioner Perez asked what miscellaneous revenues are which are listed as \$59,975. Ms. Ecklund explained that there are rules about how to list revenues, this is for any donations, impact fees, reimbursements and anything that is not captured in another line. Commissioner Perez asked about the Utilities line with \$367,000. Ms. Ecklund said this is impact fees and tower rentals for cell phone towers. Commissioner Lutton asked about impact fees and where they go. Ms. Ecklund explained that there are rules for spending impact fees and how they are classified.

Commissioner Lutton noted that we are adding 7 positions to the budget next year. Mr. Fields confirmed a net increase of 6.5 positions over all City Departments. Commissioner Lutton expressed concern as we have been trying to hold down growth over the past few years. Deputy Mayor Thornhill noted that some positions have been lost the past few years. Mr. Fields confirmed this but explained that some positions are being funded elsewhere such as the BookMobile person and the two police officers, some are priorities identified by the Commission and the additional IT position was a staff priority. Commissioner Howell asked who was over IT currently. Mr. Fields explained that Mr. Slaton still supervises the IT department but no longer does day to day operations. Commissioner Howell suggested the funds for this extra person could go to the equipment for live streaming the commission meetings. Mayor Fultz clarified that Slaton's responsibilities have changed over the past few years as others have left. Mr. Fields said that those technology upgrades have been pushed back as we did not have enough funds for that along with other capital projects. He recommends this staffing change to keep the city functioning and providing services in an effective manner.

Commissioner Perez asked what the Debt Service Funds. Kenneth Fields, City Manager, explained that is a fund set aside to pay off debts. It is required by law to be shown separately in the financial statements and is used to pay debts on bonds and other obligations.

Deputy Mayor Thornhill recommended putting the technology upgrades high on the priority list should funds become available.

Commissioner Perez asked about Contracted Services, if they are bid every year or every few years. Mr. Fields said that most are 3 years with a few exceptions such as Republic Services which is 7 years. Commissioner Perez asked if they are bid out every time. Mr. Fields confirmed that they are and there is a local preference in the bid process. Commissioner Perez asked about preference for minority owned businesses. Mr. Fields said there is not. Commissioner Perez said that he would like us to encourage minority owned businesses to get in the game. Tom Moran, Utilities Director, explained that for larger projects that they do look for women owned and minority owned businesses to bid. Mr. Fields said that they do advertise as widely as possible to get as many bidders as possible.

Mayor Fultz said that he has found no discrepancies in the budget and is ok with it.

Mr. Fields explained that at the next budget meeting the Interim Millage Rate will be set, which will be recommended at 1 mill less than this year, and the next budget workshop is August 11th to review any changes that have occurred in that time. The budget hearings will be in September.

Commissioner Perez asked if the new director will develop a plan and schedule for what will happen. Mr. Fields confirmed that she will develop a plan for the next year. Mr. Fields expressed his support for the museum, that it is important for downtown.

Commissioner Howell asked about the SRO funding levels, why the county and charter Schools are different. Chief Velasquez explained that the amounts reflect the amount of officers at each. We have 3 officers, 1 is at a charter school, the Lake Wales High School and the other 2 are at Polk County Schools, McLaughlin Middle School and Roosevelt Academy.

Commissioner Lutton asked if there are any estimates of revenues from the Depot Museum. Mr. Fields said if there were any revenues that would be difficult to estimate. A budget amendment could add it in the future if needed. Capital fundraising may take place in the future.

Commissioner Howell asked about the increase in Economic Development. Mr. Fields explained that this was the QTI (Qualified Tax Incentive) approved for an economic development project a few months ago. The increase is the City's share.

Deputy Mayor Thornhill said he was glad to see an increase in fireworks for next year.

Deputy Mayor Thornhill asked if the insurance company reviewed the additions beforehand. Sandra Davis, Human Resources Director, said there was no additional liability for the additional equipment but it will be inspected next month. Deputy Mayor Thornhill asked if there were any outstanding legal issues. Ms. Davis said there was always issue but no major lawsuits at this time. Deputy Mayor Thornhill asked if the insurance company comes out during budget time to give us new numbers for the coming year. Ms. Davis explained that they look at what needs to be added on, worker's comp and other issues. There are no major additions this year. Mr. Fields said that we switched insurance companies last year which was a significant dollar savings and they work with us on prevention issues. They are very responsive to us and good to work with.

Commissioner Thornhill asked about keeping a person out front, will it continue? Mr. Fields would like to modify the front to combine the 2 stations to make them more customer friendly. Dorothy Ecklund, Finance Director, explained that they are training others to work the front desk but are keeping the most experienced persons out front. Commissioner Lutton asked if the questions and customers are tracked to see where the issues are and when the highest traffic comes through.

Commissioner Howell asked about the line item for new street furniture in the downtown area. Kenneth Fields, City Manager, explained that is for new newspaper racks.

Commissioner Lutton asked about IT increases in the Commission budget. Mr. Fields explained that computers get old and obsolete and need replacing.

Mr. Fields said that if the commission has questions on individual line items to let him know and he will get explanations back to them on each of them.

Commissioner Lutton asked about the history of personnel over the past ten years. Ms. Ecklund explained that a staffing history and changes in staff will be appendices to the budget that will be available soon. There will also be a history of the millage rate. Ms. Ecklund asked for confirmation that they want the Interim Millage Rate at 7.3638. The commission members consented. She also explained that the new cemetery rates are coming soon for approval. The cemetery will be set up as an Enterprise Fund so that someday it could be self-sufficient. The cost for operating the new cemetery will be 25% of costs for operating cemeteries. Commissioner Lutton wondered how 25% was arrived. Mr. Fields said that this is a best estimate as we have nothing to go on.

Mr. Fields reviewed the history of the City's number of employees. In 2006-07 the city had 184 positions, and dropped to 170 and next year 177 is proposed but the number is still below its peak. Commissioner Lutton said he was concerned about the appearance of growing big government. Mayor Fultz noted that administrative positions are lower than before. Commissioner Perez asked how many we will lose in the upcoming years. Ms. Ecklund said they budget actual salaries for actual positions and take in retirements and new employees into it. Commissioner Perez said he just wondered how they budgeted for that. Mr. Fields said we know who is actually leaving so they can be budgeted for appropriately.

Commissioner Lutton expressed his confidence that staff is reorganized as needed to save money and personnel. Commissioner Perez said that as he has lots of questions as he is new needs to understand how some of these things work. Mayor Fultz encouraged Commissioner Perez to ask any questions needed. Mr. Fields said that he and the staff are available for any questions he has.

Commissioner Lutton asked about the cemetery numbers, Ms. Ecklund explained where the money is being allocated to the new Enterprise Fund. Mr. Fields said that is to make it a completely self-sufficient operation over a period of time. Commissioner Lutton asked about the revenues. Ms. Ecklund reviewed the numbers for revenues and debt service and the investments which will pay the costs for the cemetery. Commissioner Perez asked about Cemetery personnel. Mr. Fields explained that Teresa Allen and Zailat Suri oversee the cemetery. Ms. Ecklund explained that Teresa Allen is paid out of Support Services but a portion of her time that goes to various departments is allocated as appropriate. It would muddy the books to list a portion of each employee for each department.

Ms. Ecklund said that the CIP draft document will be available on the website for review. Commissioner Lutton asked about a COLA for the employees. Mr. Field said that maybe they will have some wiggle room between now and the fall.

Next budget workshop is August 11.

Commissioner Lutton said that he will be out next week and will miss the Commission meeting.

The meeting was adjourned at 7:34 p.m.

Mayor/Deputy Mayor

ATTEST:

City Clerk

The meeting of the Lake Wales City Commission was held on July 21, 2015 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Fultz at 6:00p.m. following the invocation and the Pledge of Allegiance.

INVOCATION

The invocation was given by Dr. Jim Moyer.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Terrye Howell, Eugene Fultz, Mayor; Jonathan Thornhill, Pete Perez

COMMISSIONERS ABSENT: Christopher Lutton

CITY REPRESENTATIVES PRESENT: Kenneth Fields, City Manager; Clara VanBlargan, City Clerk; Jennifer Nanek, Deputy City Clerk; Albert C. Galloway, Jr., City Attorney

Agenda Item 5. MAYOR

Agenda Item 6. ANNUAL REPORT

Agenda Item 6.1 Lake Wales Housing Authority - Presentation by Executive Director Albert Kirkland, Jr

Albert Kirkland Jr, Executive Director, presented the annual report. He said that with resources limited from HUD they are exploring new ideas such as redeveloping old properties. They started a few years back with Sunrise Park, the first phase is complete. Funding sources are unavailable for the next two phase. They are working to find ways to complete those phases. They are facing the same challenges with Grove Manor. They are reviewing possible other funding options. They are looking to offer affordable housing to the community and create programs to encourage homeownership. Those projects are what they will be working on this next year. He distributed copies of their recently completed audit report.

Deputy Mayor Thornhill asked about Phase II of Sunrise Park. Mr. Kirkland explained that currently Phase I is complete and that they have more land to add 55-70 units for Phase 2 and 3. Deputy Mayor Thornhill asked if one would have more height. Mr. Kirkland said that is planned for their Senior Unit but there are delays due to funding and criteria issues. Commissioner Howell asked what the status is of Grove Manor. Mr. Kirkland explained that they are in the planning stages. The main concern is displacing current residents. Commissioner Howell asked if there will be less homes there, Mr. Kirkland said about 200 homes can go there.

Agenda Item 7. PRESENTATIONS

Agenda Item 8. COMMUNICATIONS AND PETITIONS

Charles Anderson, Babson Park, expressed his disagreement with the ordinance restricting flags at the cemetery. The flag at his grandfather's marker was removed without notice. He asked for an exception for a flag to be displayed at the marker. Ms. Teresa Allen, Assistant Public/Support Services Director, reviewed the ordinance rules for American Flags on gravesites. The smaller flags, 4x6, can be incorporated into floral arrangements year round. Larger ones can be placed on gravesites during holidays such as Memorial Day. Ms. Allen explained that there was a citizen committee a few years who provided input into the decisions regarding flags. Deputy Mayor Thornhill confirmed that this issue was discussed on that committee and reviewed the ordinance rules again.

Borden Dean, President of the Homeowners Association in Lake Ashton, reported on a recent meeting with the County Fire Chief. The County Fire Chief told him that they invited the City of Lake Wales to join a consortium for \$100,000 and the City of Lake Wales refused. A new station is planned on Thompson-Nursery Road which will include an ambulance. Lake Wales does not have an ambulance, as they are a Senior Citizen community and they will need ambulance assistance most of the time. Fire Chief Jenkins explained that the county would not have put in that station if Lake Wales agreed to the deal. Coverage would have been reduced as Lake Wales would have had to cover more areas of the county. Lake Wales has 2 EMTs and a Paramedic and a good response time to Lake Ashton. We can give our citizens a priority. This deal was offered after the fire fee passed. Kenneth Fields, City Manager, explained that the ambulance will cover a huge area and are dispatched during any medical emergency but Lake Wales is normally first on the scene. Mr. Fields said that they did not reject the deal but made a counter offer to which there has been no response. Chief Jenkins offered to discuss the details at greater length at a later time. Mr. Fields said we can now dedicate more resources to our citizens through reduced out-of-county calls and improve our ISO rating.

Commissioner Howell asked how we can get their correct message out there on these issues. Mayor Fultz said that he explains these things one on one to the public. He also said that the fire department does indeed have a fast response time as he needed their help during a fall he suffered.

Agenda Item 9. CONSENT AGENDA

Agenda Item 9.1. Lease Agreements for Airport Ground Space

Deputy Mayor Thornhill made a motion to approve the Consent Agenda. Commissioner Howell seconded the motion.

By Roll Call Vote:

Deputy Mayor Thornhill	"YES"
Commissioner Howell	"YES"
Commissioner Perez	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

Agenda Item 10. OLD BUSINESS

Agenda Item 11. NEW BUSINESS

Agenda Item 11.1 ORDINANCE 2015-05, Cemetery Ordinance - 1st Reading

City Clerk Clara VanBlargan read ORDINANCE 2015-05.

ORDINANCE 2015-05

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING LAKE WALES CODE OF ORDINANCES CHAPTER 2, ARTICLE VI. CEMETERY ADMINISTRATION, AMENDING THE DEFINITION OF CEMETERY; ESTABLISHING RESPONSIBILITY FOR PERPETUAL CARE; ESTABLISHING TIMES OF AVAILABILITY OF THE CEMETERY MANAGER; ELIMINATING THE CEMETERY TRUST FUND; PROVIDING FOR ADOPTION OF CEMETERY FEES BY RESOLUTION OF THE CITY COMMISSION; ESTABLISHING THE TYPES OF MARKERS OR DECORATIONS ALLOWED OR DISALLOWED WITHIN THE CITY'S VARIOUS CEMETERIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Teresa Allen, Assistant Director for Public Services, reviewed Agenda Item 11.1. This ordinance establishes rules for the new cemetery which is for flat headstones only. Deputy Mayor Thornhill said that the rules are the same; this just allows for the new cemetery and makes it fit. Ms. Allen confirmed this.

Commissioner Howell made a motion to approve **ORDINANCE 2015-05** on first reading. Deputy Mayor Thornhill seconded the motion.

By Roll Call Vote:

Commissioner Howell	"YES"
Deputy Mayor Thornhill	"YES"
Commissioner Perez	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

Agenda Item 11.2 ORDINANCE 2015-06, Amendment to Fire Prevention Ordinance - 1st Reading

City Clerk Clara VanBlargan read ORDINANCE 2015-06

ORDINANCE 2015-06

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING CHAPTER 10, FIRE PREVENTION, SECTION 10-6(b)(2), LAKE WALES CODE OF ORDINANCES, TO PROVIDE FOR CALCULATION OF THE FEE FOR ANY FIRE PROTECTION AGREEMENTS WITH POLITICAL SUBDIVISIONS OTHER THAN POLK COUNTY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Fire Chief Joe Jenkins reviewed Agenda Item 11.2. This ordinance allows for changes to the fire fee for Highland Park. The city won't be locked in to a specific rate.

OPENED FOR PUBLIC COMMENT

CLOSED FOR PUBLIC COMMENT

Deputy Mayor Thornhill made a motion to approve **ORDINANCE 2015-06** on first reading. Commissioner Howell seconded the motion.

By Roll Call Vote:

Deputy Mayor Thornhill	"YES"
Commissioner Howell	"YES"
Commissioner Perez	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

Agenda Item 11.3 Certification of 2015 Taxable Value, Interim Millage & FY15'16 Budget Hearing Dates

Dorothy Ecklund, Finance Director, reviewed Agenda Item 11.3. Kenneth Fields, City Manager, said that we should be proud that we lowered our millage rate by 1 mil with the added fire fee unlike other cities and the

county that added a fee but did not lower their rate. At the next budget workshop more numbers should be in from the state and regarding insurance.

Commissioner Howell made a motion to approve the Property Appraiser's Certification of Taxable Value for 2015, set the interim millage rate at 7.3638 mills and to set the dates for the required public hearings for the final millage rate and adoption of the FY15'16 Budget as Thursday, September 3 and Tuesday, September 15. Deputy Mayor Thornhill seconded the motion.

By Voice Vote:

Commissioner Howell	"YES"
Deputy Mayor Thornhill	"YES"
Commissioner Perez	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

Agenda Item 11.4 Appointment – Planning & Zoning Board

The Mayor appointed Warren Turner to the Planning & Zoning Board for a term ending July 1, 2017. Deputy Mayor Thornhill made a motion to approve the appointment. Commissioner Howell seconded the motion.

By Voice Vote:

Deputy Mayor Thornhill	"YES"
Commissioner Howell	"YES"
Commissioner Perez	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

Agenda Item 12. CITY MANAGER

Agenda Item 12.1 City Commission Tracking Report:

Kenneth Fields, City Manager, reported that the Airport Road project is underway and the project has been integrated to incorporate an upgraded railroad crossing and new spur line to a new business that is opening on that road and will be annexed into the city. It was beneficial to everyone to do both jobs at once.

The work on West Central Ave and North Market Street will begin soon which will include lane closures, this is our major resurfacing effort for this year's budget.

Mr. Fields announced that the City of Lake Wales will receive a \$2400 marketing grant from Polk County Sports Marketing for Pioneer Days. The commission had approved the application when it was submitted and wanted to let the Commission know so he could have consensus to accept the grant.

Mr. Fields introduced Kevin Kieft, from the Chamber of Commerce, to share big news. Mr. Kieft announced Project Magician 2 which is Merlin Entertainment buying and moving into the Harley-Davidson Building. This facility will be a model building facility which will have 50 jobs and pay \$46,000 a year. This is the best option to have move into that building. They worked with both EDCs, Merlin Entertainment, Polk County and others. Mr. Fields said that this is great for Lake Wales and there are other possibilities for the LongLeaf Business Park forthcoming. Mayor Fultz said he was excited about this and encouraged those interested to apply as soon as possible.

Agenda Item 12.2. City Commission Calendar

Agenda Item 12.3. Annual Reporting – Boards, Commissions, and Committees

Agenda Item 13. CITY COMMISSION COMMENTS

Agenda Item 14. MAYOR COMMENTS

The meeting was adjourned at 6:49 P.M.

Mayor/Deputy Mayor

ATTEST:

City Clerk Clara VanBlargan, MMC

MEMORANDUM

July 29, 2015

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager

RE: Approval of Application for FRDAP Grant Funds to install additional lighting at the Soccer Complex on Hunt Brothers Rd.

SYNOPSIS: This is a grant application for \$50,000 towards improvements to the Soccer Complex on Hunt Brothers Road. These funds will be for additional lighting on two fields. Deadline for submittal is August 14. There is no match requirement but the total cost of 2 light poles is \$74,000 so a match is listed at \$25,000.

RECOMMENDATION

Staff recommends that City Commission take the following action:

1. Approve the Florida Recreation Development Assistance (FRDAP) grant application to be submitted to the Department of Environmental Protection for lighting improvements to the Soccer Complex.
2. Authorize the City Manager to execute the applications on the City's behalf.

BACKGROUND

When the Soccer Complex was completed in 2008 only 25% (approximately) of the necessary field lighting was installed. As a result, the majority of the complex is not usable after daylight hours. The fields that are currently lit require much more maintenance as they are overused due to the unavailability of the lights on the remaining fields. This next phase of lighting will be strategically installed in the center of the complex in an effort to light as many of the fields as possible, maximizing the dollars spent. This complex facilitates recreation for approximately 600 children annually.

This application is for the last phase of an effort to light all of the fields. If awarded, the City will receive the grant agreement in July 2016. A match is not required but the cost of 2 light poles is \$74,000 so if this grant is awarded the \$50,000 will need a match of \$25,000 to install the last two needed poles on the fields.

OTHER OPTIONS

Do not submit the application.

FISCAL IMPACT

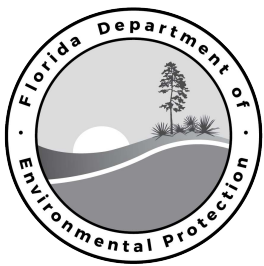
A match of \$25,000

Prepared by the Finance Department and attached.

ATTACHMENTS

Fiscal Impact Statement

Grant Application Draft



Florida Department of Environmental Protection

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKAGE

Required Signatures: **Adobe Signature**

PART I — GENERAL INFORMATION

(DEP USE ONLY)

Received: _____

Postmarked: _____

Application Number: _____

1. APPLICANT INFORMATION

A. Name of Applicant: City of Lake Wales

B. Federal Employer Identification Number: ** 59-6000357

****(This number must be registered at My Florida Market Place with the address the warrant will be forwarded)**

C. Population: 14,261

D. Current Operating Budget: \$29,102,854.00
(This is the operating budget for the city, county or special district, and not just the department budget)

E. Contact Person: Jennifer Nanek Title: Assistant to the City Manager
(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant if awarded)

F. Mailing Address: 201 W. Central Ave.

City/State: Lake Wales, Florida Zip Code: 33853

Telephone: (863) 678-4182x270 E-mail: jnanek@cityoflakewales.com

FAX: 863-678-4180

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

Signature of City or County Manager/Title

DRP-106 (Effective 06-05-2015)

Date

Page 1 of 28

2. PROJECT INFORMATION

A. Name of Project: Soccer Field Lighting - Phase II

B. Project Type (Check One): Project cannot be a combination of acquisition and development

Acquisition: ☐

Development: ☒

☒ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: _____

Trail Construction: ☐

☐ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: _____

Development projects must be under site control (owned by deed, or leased or dedicated for minimum of 30 years from the date of application) by the close of the submission period (August 14, 2015).

- **School board property is ineligible** either by lease or ownership.
- Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

(Tab as Exhibit "N")

C. PROJECT LOCATION:

Street Address: 151 Hunt Brothers Road
City: Lake Wales County: Polk Zip Code: 33853 -
GIS Coordinates: Latitude: 27 52'21.80"N Longitude: 81 35'19.80"W

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified (Visit website for example).**

(Tab as Exhibit "K")

2. Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area.

(Tab as Exhibit "L")

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

(Tab as Exhibit "M")

D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:

This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one each.)**

State Senator: Denise Grimsley Senate District Number: 21
State Representative: Mike LaRosa House District Number: 42

E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED: 14.33

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.

1) For Development Projects:

- (a) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

The Soccer complex includes 4 full size soccer fields, a concession stand, playground and recreation areas, a gravel parking lot and trail. This facility is primarily used for soccer but also other recreational activities. Not all of the fields currently have lighting. This grant would fund some additional lights for some of the fields. The Complex is located just off a designated Scenic HWY, The Ridge Scenic Highway.

- (b) Indicate if a natural spring is located on project site:

☐ Yes ☒ No

- (c) Indicate if there is public access to the park either through an existing street or easement:

☒ Yes ☐ No

Describe Public Access:

The public has access via Hunt Brothers Road which runs between two major highways, Scenic HWY (SR 17) and US HWY 27.

(If additional room needed - Tab as Exhibit "P")

2) For Acquisition Projects: (in addition to the above information)

- (a) If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

n/a

(If additional room needed - Tab as Exhibit "P")

3. FINANCIAL INFORMATION

GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

Project Cost	State Share	Grantee Share
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types.

The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.

A. FRDAP Funds Requested (State Share) Line A \$ 50,000.00

B. Local Funds Available: (Grantee Share)

1. Cash: Line B \$ 25,000.00

2. In-Kind: Line C \$ 0.00

3. Land Value: Line D \$ _____

If property is developed, land value CANNOT be used as a match.

Total Local Match: Line E \$ 25,000.00

Sum of lines B, C and D

C. Total Cost of Proposed Project: Line F \$ 75,000.00

Sum of Lines A and E

(Should not total more than \$400,000)

(If approved for REDI Match Waiver, fill out REDI Waiver Form located under FRDAP Administrative Forms at www.dep.state.fl.us/parks/OIRS) (Tab as Exhibit "O")

D. PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):

On page 7 & 8 as attachment 1, list the project Work Plan for the elements for this application. The Project elements are listed with the related tasks and deliverables. Primary elements and support elements should be listed separately. Use as many project elements and tasks needed to complete the project.

Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 7 & 8 of this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 7 & 8) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 17 of this application. Also identify different FRDAP phases on the site plan and any LWCF phases.

DEVELOPMENT PROJECTS:

PRIMARY RECREATION AREAS AND FACILITIES: Primary facilities include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost.** Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).

SUPPORT FACILITIES AND IMPROVEMENTS: Support facilities are facilities which cannot stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.

ACQUISITION PROJECTS:

If acquisition project, on page 7 & 8, list the project work plan for the acquisition phase of the project.

(Tab as Exhibit “H”)

ATTACHMENT 1
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
DEVELOPMENT
PROJECT WORK PLAN

Project Name: Soccer Field Lighting - Phase II

Grantee Name: City of Lake Wales

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

Task #1: Development of: <u>Soccer Park Lighting Phase II</u>	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match	Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved
(List each Primary project element)	Provide Budget Detail	Provide Budget Detail	Project Completion Certification Final as-built site plan Florida Recreation and Parks Inventory Form Color Photographs of Project Notice of Limitation of Use Boundary Survey

<p><u>(List each Support project element)</u></p> <p>Additional lighting equipment to light two of the fields.</p> <p>*All work will be completed in accordance with the approved plans.</p>	\$50,000	\$25,000	
TOTALS:	\$ 50,000.00	\$ 25,000.00	

Performance Standard: Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.

INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:

DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED: Identify **ALL** elements that will be completed under this Agreement.

DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT: Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department)..

MATCH AMOUNT TO BE CLAIMED: The same level of detail must be provided for match as for reimbursement.

DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION: All of these deliverables must be submitted before final reimbursement can be processed.

Completion Documentation required prior to Reimbursement

PART II — EVALUATION CRITERIA

GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

Provide:

1) A letter from the agency's city or county manager certifying the five year capital improvement schedule is **officially adopted and date adopted**. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND -

2) A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Please highlight project name, amount and year.**

(20 points)

☒ Yes ☐ No

--- OR ---

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

Provide: a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must **clearly indicate the proposed project by name, amount and year and cannot be older than 3 years.**

(10 points)

☐ Yes ☐ No

(Tab as Exhibit "A")

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the **OUTDOOR RECREATION IN FLORIDA-2008 (Chapter 6 & 7)**. **Provide quotations or other appropriate references with explanations to justify the correlation.** To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.

(Tab as Exhibit "B") (4 points)

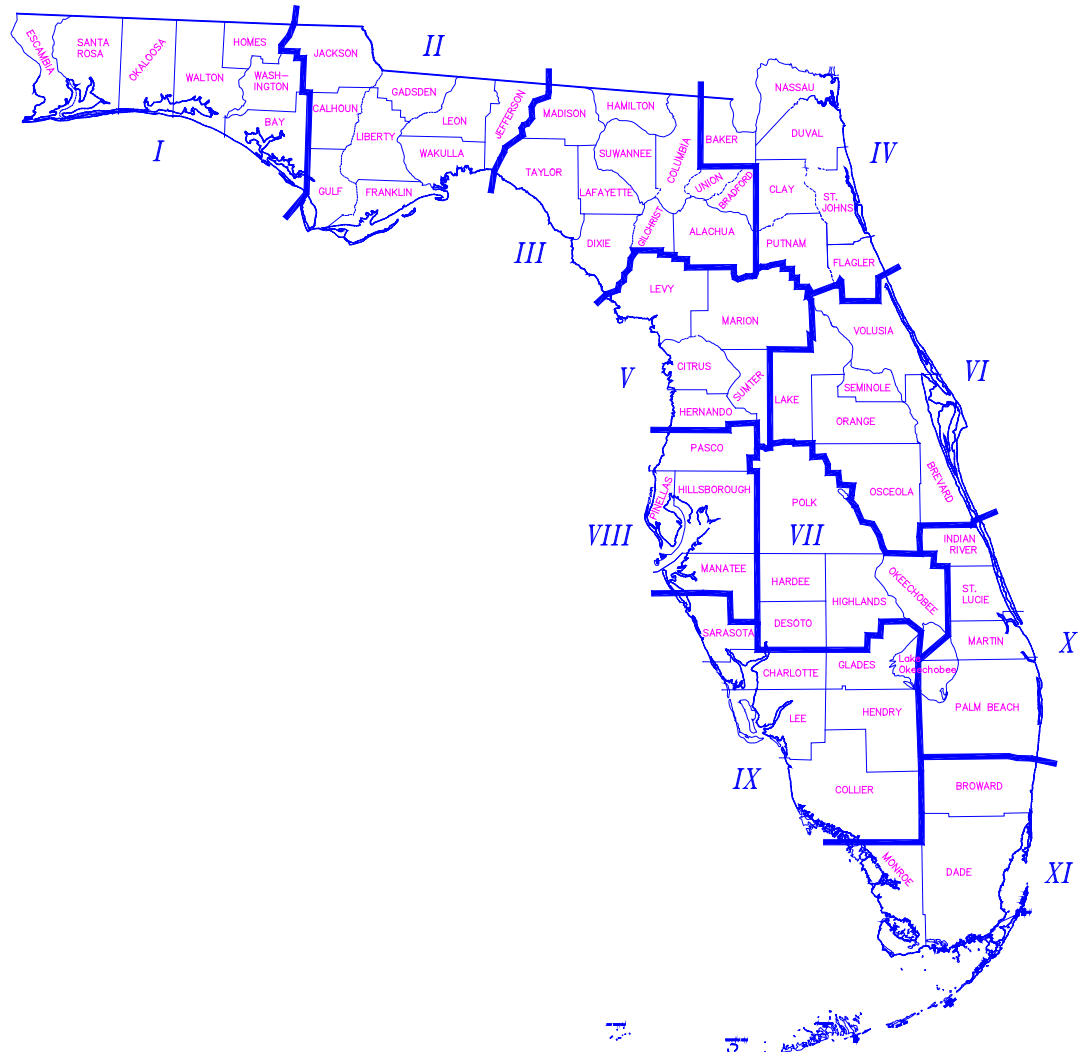
B. 2008 Relative Need Index by Region

The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. Locate the applicant's region and circle each priority resource/facility need as **proposed in the project** cost on page 7 & 8 of this application:

(7 points)

- ☐ I Saltwater Beach Activities * Baseball or Softball * Picnicking * Football
Outdoor Swimming Pool Use * Saltwater Non-Boat Fishing * Golf
RV / Trailer Camping * Freshwater Boat Ramp Use * Soccer or Rugby
- ☐ II Saltwater Beach Activities * Nature Study * Historical or Archeological Sites
Baseball or Softball * Picnicking * Freshwater Boat Ramp Use * Football
Hunting * Horseback Riding * Outdoor Swimming Pool Use
- ☐ III Football * Picnicking * Nature Study * Soccer or Rugby * Baseball or Softball
Horseback Riding * Outdoor Basketball * RV / Trailer Camping
Freshwater Boat Ramp Use * Bicycle Riding – Unpaved Trails
- ☐ IV Historical or Archeological Sites * Baseball or Softball * Football
Saltwater Beach Activities * Picnicking * Outdoor Swimming Pool Use * Outdoor
Basketball * Nature Study * Golf * Soccer or Rugby
- ☐ V Picnicking * Football * RV / Trailer Camping * Nature Study * Baseball or Softball
Bicycle Riding - Unpaved Trails * Outdoor Basketball * Soccer or Rugby
Horseback Riding * Outdoor Swimming Pool Use
- ☐ VI Picnicking * RV / Trailer Camping * Football * Baseball or Softball
Outdoor Swimming Pool Use * Nature Study * Historical or Archeological Sites
Outdoor Basketball * Saltwater Beach Activities * Soccer or Rugby
- ☐ VII RV / Trailer Camping * Picnicking * Baseball or Softball * Outdoor Swimming Pool Use
Nature Study * Freshwater Boat Ramp Use * Football * Golf * Horseback Riding
Outdoor Basketball
- ☒ VIII Picnicking * RV / Trailer Camping * Baseball or Softball * Football * Outdoor
Swimming Pool Use Saltwater Beach Activities * Golf * Outdoor Basketball * Outdoor
Tennis * Soccer or Rugby
- ☐ IX Picnicking * RV / Trailer Camping * Saltwater Beach Activities * Outdoor Swimming
Pool Use Golf * Football * Nature Study * Baseball or Softball * Outdoor Tennis *
Historical or Archaeological Sites
- ☐ X Football * Golf * Baseball or Softball * Outdoor Swimming Pool Use * Picnicking *
Outdoor Tennis Saltwater Beach Activities * Outdoor Basketball * RV / Trailer Camping
* Soccer or Rugby

Outdoor Swimming Pool Use * Picnicking * Football * Baseball or Softball * Saltwater Beach Activities * Outdoor Tennis * Golf * Outdoor Basketball * Saltwater Non-Boat Fishing * RV / Trailer Camping



3. PUBLIC PARTICIPATION

Indicate which of the following apply (**Check ALL that apply**):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**)

- ☒ A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. **If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.**

(Tab as Exhibit “C-1”) (10 points)

- ☒ B. The project was discussed at a **regularly** scheduled meeting of the applicant’s advisory board responsible for park, recreation or leisure service activities. Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.**

(Tab as Exhibit “C-2”) (7 points)

- ☒ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (**minutes from the meeting which the project was discussed** with date or thank-you letter from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a **copy of the survey, who surveyed and summary of the results.** **Letters of support are not acceptable to receive points.**

(Tab as Exhibit “C-3”) (4 points)

4. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site: (**Check ONLY one**):

Provide **a brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart**. **Must provide both to receive points.**

- ☒ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. (Tab as Exhibit "D") (6 points)
- ☐ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. (Tab as Exhibit "D") (4 points)
- ☐ The applicant has other means of providing facility development, programming and maintenance. (Tab as Exhibit "D") (2 points)

5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity (**within the current or past 3 years**) in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between either parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.**

(A management or maintenance agreement is not acceptable.)

☐ Yes ☒ No

(Tab as Exhibit "E") (3 points)

6. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is **outside the project boundary**. **Indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.**

☐ Yes ☒ No

(Tab as Exhibit "G") (5 points)

DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged) (**If undeveloped, state None**). The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. **Identify and color code different funding phases from the existing facilities.**

(Tab as Exhibit "G") (5 points, if undeveloped)

Current:- 4 full size soccer fields (can be subdivided for younger age groups)

- 1 playground
- walking trail
- 2 recreation areas
- parking area-concession stand
- 4 light poles for 2 fields

2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

- A) List the facilities which are addressed on page 7 & 8 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached pages 22-26 for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) (**If developing trails, must have separate trails to receive separate points.**)

(Maximum 30 points)

- B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "**1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**". Use the table below to determine in which priority funding need ranking the project falls. (**Check ONLY one**):

☐ Highest Priority Funding Need (13 points)

☒ Second Highest Priority Funding Need (8 points)

Population Density 1 – Population Under 10,000	Rank 1	Construction
	Rank 2	Renovation
Population Density 2 – Population 10,000 to 24,999	Rank 1	Renovation
	Rank 2	Construction
Population Density 3 – Population 25,000 to 49,999	Rank 1	Construction
	Rank 2	Renovation
Population Density 4 – Population 50,000 to 99,999	Rank 1	Construction
	Rank 2	Renovation
Population Density 5 – Population 100,000 and Over	Rank 1	Renovation
	Rank 2	Construction

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)

1. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

List all the facilities that will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 22-26.)

(15 points)

2. NEEDED RECREATIONAL ACREAGE

Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. **Provide the following:**

- A. Needed acres/Person and Total Acreage Under Local Control
- B. Provide excerpts of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.

(Tab as Exhibit "F") (15 points)

3. CAPITAL IMPROVEMENT PLAN

A) Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?

- 1). **Provide:** a letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND-

- 2). **Provide:** a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules). **Highlight project name, amount and year.**

(6 points)

☐ Yes ☐ No

----OR----

B) Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

Provide: a copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount and cannot be older than 3 years.**

(3 points)

☐ Yes ☐ No

(Tab as Exhibit "A")

**TRAIL CONSTRUCTION CRITERIA
(COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)**

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as trails, trailheads, ball fields, basketball courts, etc. (Bullet lists are encouraged. **If undeveloped, state None.**) The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.

(Tab as Exhibit “G”) (5 points, if undeveloped)

2. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trails System Plan. Use **“Florida Greenways and Trails System Plan– 2013-2017”**. **Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.**

(Tab as Exhibit “H”) (6 points)

3. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL

The project is located on or connects with a State of Florida designated greenway or trail.

Provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity.

Designation Agreements must be fully executed by the end of submission period.

☐ Yes ☒ No

(Tab as Exhibit “I”) (3 points)

4. REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN

Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity. Provide quotations or appropriate references with **explanations** to justify correlation. **Enclose a copy of the regional or local governmental adopted Greenway Plan.**

(Tab as Exhibit “J”) (4 points)

5. MIXED USE OR SINGLE USE TRAILS

Does the specific trail design demonstrate that the project will support:
Mixed use recreational trail opportunities, either motorized or non-motorized, or both?

☐ Yes ☐ No

(8 points)

-----OR-----

Single use recreational trail opportunities?

☐ Yes ☐ No

(6 points)

6. INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "**1995 INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**". Use the table below to determine in which priority funding need ranking the project falls. (**Check ONLY one**):

☐ Highest Priority Funding Need

(13 points)

☐ Second Highest Priority Funding Need

(8 points)

Population Density 1 – Population Under 10,000	Rank 1 Rank 2	Construction Renovation
Population Density 2 – Population 10,000 to 24,999	Rank 1 Rank 2	Renovation Construction
Population Density 3 – Population 25,000 to 49,999	Rank 1 Rank 2	Construction Renovation
Population Density 4 – Population 50,000 to 99,999	Rank 1 Rank 2	Construction Renovation
Population Density 5 – Population 100,000 and Over	Rank 1 Rank 2	Renovation Construction

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

Part III – Supporting Documents

POPULATION DENSITIES

Outdoor Facility Needs Ranked by Priority Index: Population Density 1

Rank	Renovation	Construction			
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>	<u>Points</u>	
1	Playgrounds	6	Baseball Fields	6	Cluster I
2	Support Facilities	5	Softball Fields	5	
3	Tennis Courts	5	Playgrounds	5	Cluster II
4	Rest Rooms	5	Rest Rooms	5	
5	Picnic Facilities	4	Support Facilities	4	Cluster III
6	Baseball Fields	4	Soccer Fields	4	
7	Basketball Courts	4	Basketball Courts	4	
8	Softball Fields	4	Bike Trails	4	
9	Swimming Pools	4	Swimming Pools	4	
10	Boating Facilities	4	Tennis Courts	4	
11	Fishing Piers	3	Picnic Facilities	3	
12	Camping	3	Handball Courts	3	
13	Handball Courts	3	Fishing Piers	3	
14	Football Fields	3	Football Fields	3	
15	Soccer Fields	3	Boating Facilities	3	
16	Beach Access	2	Exercise Trails	2	Cluster V
17	Historical Facilities	2	Camping	2	
18	Shuffleboard Courts	2	Beach Access	2	
19	Nature Trails	2	Historical Facilities	2	
20	Other	2	Shuffleboard Courts	2	
21	Golf Courses	2	Nature Trails	2	
22	Bike Trails	1	Golf Courses	1	Cluster VI
23	Exercise Trails	1	Hiking Trails	1	
24	Hiking Trails	1	Horse Trails	1	
25	Horse Trails	1	Other	1	

Population Density 1 - Population Under 10,000

Outdoor Facility Needs Ranked by Priority Index: Population Density 2

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>
1	Rest Rooms	6	Support Facilities
2	Support Facilities	6	Rest Rooms
3	Playgrounds	6	Playgrounds
4	Baseball Fields	5	Softball Fields
5	Tennis Courts	5	Soccer Fields
6	Softball Fields	5	Baseball Fields
7	Basketball Courts	4	Basketball Courts
8	Boating Facilities	4	Picnic Facilities
9	Swimming Pools	4	Swimming Pools
10	Picnic Facilities	4	Football Fields
11	Soccer Fields	4	Tennis Courts
12	Exercise Trails	3	Handball Courts
13	Football Fields	3	Nature Trails
14	Shuffleboard Courts	3	Bike Trails
15	Handball Courts	2	Boating Facilities
16	Beach Access	2	Other
17	Fishing Piers	2	Exercise Trails
18	Camping	2	Golf Courses
19	Bike Trails	2	Hiking Trails
20	Nature Trails	2	Fishing Piers
21	Other	2	Camping
22	Golf Courses	1	Beach Access
23	Hiking Trails	1	Historical Facilities
24	Historical Facilities	1	Horse Trails
25	Horse Trails	1	Shuffleboard Courts

Population Density 2 - Population From 10,000 to 24,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 3

Rank	Renovation	Construction			
	Facility	Points	Facility	Points	
1	Rest Rooms	6	Baseball Fields	6	Cluster I
2	Playgrounds	6	Soccer Fields	6	
3	Support Facilities	5	Support Facilities	5	Cluster II
4	Tennis Courts	5	Softball Fields	5	
5	Baseball Fields	5	Playgrounds	5	
6	Basketball Courts	5	Boating Facilities	5	
7	Beach Access	4	Football Fields	4	Cluster III
8	Swimming Pools	4	Tennis Courts	4	
9	Soccer Fields	4	Rest Rooms	4	
10	Picnic Facilities	4	Picnic Facilities	4	
11	Football Fields	3	Basketball Courts	3	Cluster IV
12	Softball Fields	3	Other	3	
13	Boating Facilities	3	Exercise Trails	3	
14	Exercise Trails	2	Bike Trails	2	Cluster V
15	Handball Courts	2	Nature Trails	2	
16	Other	2	Camping	2	
17	Golf Courses	2	Handball Courts	2	
18	Shuffleboard Courts	2	Historical Facilities	2	
19	Fishing Piers	2	Swimming Pools	2	
20	Bike Trails	2	Hiking Trails	2	
21	Hiking Trails	2	Golf Courses	2	
22	Nature Trails	2	Beach Access	2	
23	Camping	2	Fishing Piers	2	
24	Historical Facilities	1	Horse Trails	1	Cluster VI
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 3 - Population From 25,000 to 49,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 4

Rank	Renovation	Construction			
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>	<u>Points</u>	
1	Playgrounds	6	Soccer Fields	6	Cluster I
2	Rest Rooms	5	Playgrounds	5	
3	Support Facilities	5	Picnic Facilities	5	Cluster II
4	Tennis Courts	5	Baseball Fields	5	
5	Soccer Fields	5	Support Facilities	5	
6	Baseball Fields	5	Swimming Pools	5	
7	Swimming Pools	4	Softball Fields	4	Cluster III
8	Exercise Trails	4	Basketball Courts	4	
9	Softball Fields	4	Rest Rooms	4	
10	Basketball Courts	4	Other	4	
11	Handball Courts	3	Exercise Trails	3	Cluster IV
12	Picnic Facilities	3	Golf Courses	3	
13	Boating Facilities	2	Tennis Courts	2	Cluster V
14	Beach Access	2	Boating Facilities	2	
15	Fishing Piers	2	Fishing Piers	2	
16	Shuffleboard Courts	2	Football Fields	2	
17	Football Fields	2	Handball Courts	2	
18	Golf Courses	2	Bike Trails	2	
19	Nature Trails	2	Nature Trails	2	
20	Other	2	Hiking Trails	2	
21	Bike Trails	2	Horse Trails	2	
22	Camping	2	Beach Access	2	
23	Hiking Trails	2	Camping	2	
24	Historical Facilities	1	Historical Facilities	1	Cluster VI
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 4 - Population From 50,000 to 99,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 5

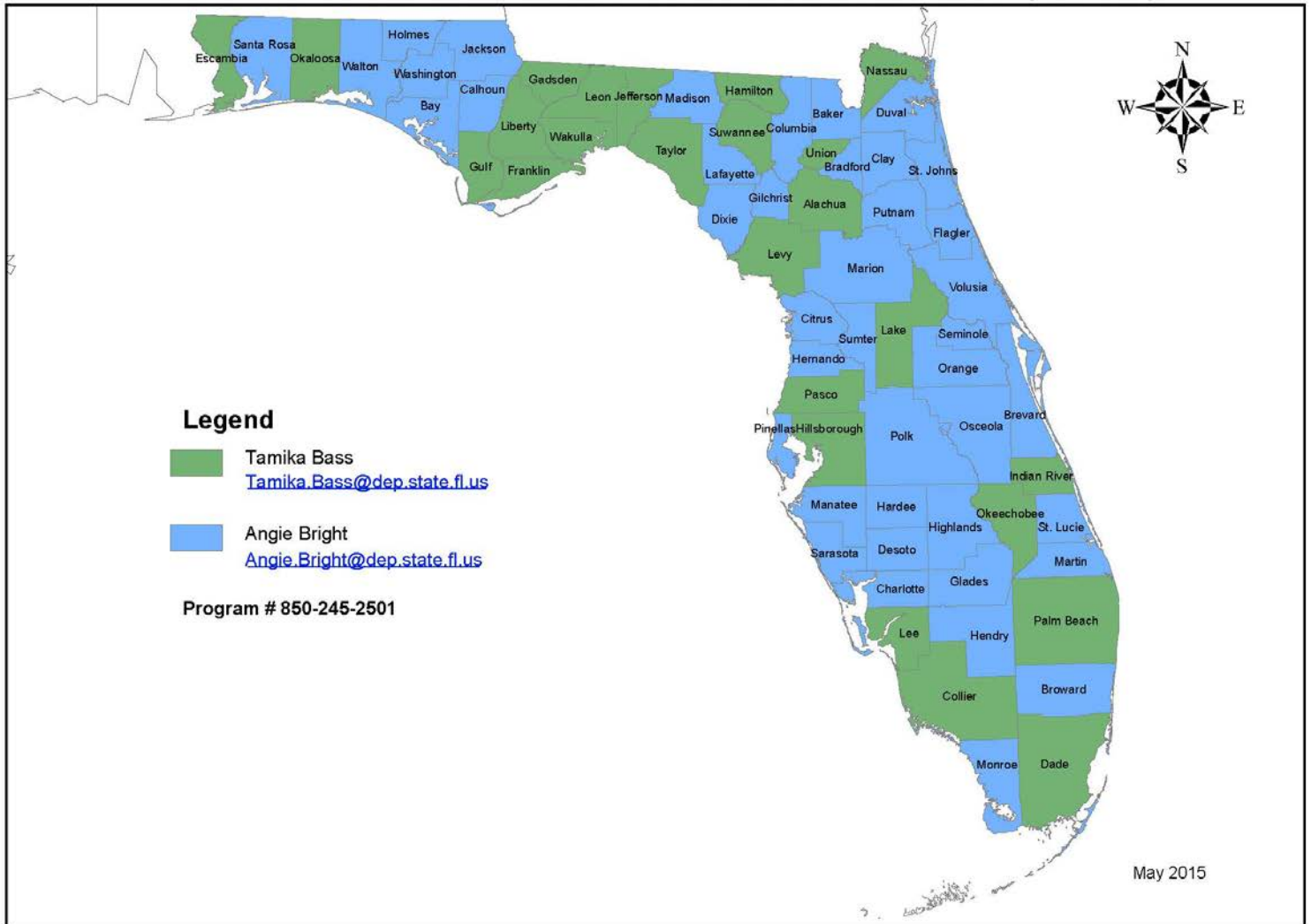
Rank	Renovation	Construction			
	Facility	Points	Facility	Points	
1	Support Facilities	6	Support Facilities	6	Cluster I
2	Rest Rooms	5	Baseball Fields	5	Cluster II
3	Playgrounds	5	Playgrounds	5	
4	Tennis Courts	4	Softball Fields	4	Cluster III
5	Swimming Pools	4	Rest Rooms	4	
6	Boating Facilities	4	Soccer Fields	4	
7	Basketball Courts	4	Picnic Facilities	4	
8	Golf Courses	3	Bike Trails	3	Cluster IV
9	Softball Fields	3	Swimming Pools	3	
10	Picnic Facilities	3	Exercise Trails	3	
11	Historical Facilities	3	Hiking Trails	3	
12	Baseball Fields	3	Other	3	
13	Fishing Piers	3	Golf Courses	3	
14	Exercise Trails	3	Camping	3	
15	Soccer Fields	3	Beach Access	3	
16	Handball Courts	2	Historical Facilities	2	Cluster V
17	Camping	2	Tennis Courts	2	
18	Football Fields	2	Basketball Courts	2	
19	Nature Trails	2	Boating Facilities	2	
20	Beach Access	2	Fishing Piers	2	
21	Bike Trails	2	Football Fields	2	
22	Other	2	Nature Trails	2	
23	Hiking Trails	2	Handball Courts	2	
24	Horse Trails	1	Horse Trails	1	Cluster VI
25	Shuffleboard Courts	1	Shuffleboard Courts	1	

Population Density 5 - Population From 100,000 & Over

CONTACT FOR ADDITIONAL INFORMATION:

Contact	Phone
A. FRDAP Application Information & Help	850/245-2501
B. FRDAP Administrative Rule www.dep.state.fl.us/parks/oirs	850/245-2501
C. Statewide Comprehensive Outdoor Recreation Plan (SCORP) www.dep.state.fl.us/parks/planning	850/245-3051
D. State Lands, Bureau of Appraisal	850/245-2555
E. Recreation Accessibility and Safety Program Manager, Florida Park Service	850/245-3031
F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan	850/245-2052

DEP Florida Recreation Development Assistance Program (FRDAP)
Federal Land and Water Conservation Fund (LWCF)



**STATEMENT OF FISCAL IMPACT
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
ADDITIONAL LIGHTING AT THE SOCCER FIELDS
(STATE GRANT)**

PREPARED BY

**CITY OF LAKE WALES
FINANCE DEPARTMENT**

Nature of Statement and Information Disclosed

This is a statement of fiscal impact has been performed as required by and in accordance with Section 2-802, Article VIII of the City of Lake Wales Code of Ordinances. It is a statement solely for the purpose of analyzing and reporting the fiscal impact on the City of either applying or not applying for this grant, using certain assumptions as indicated herein. No attempt is made to evaluate the Grant Application for suitability to City objectives.

In order to provide an unqualified statement of fiscal impact that can be certified as reasonably full and complete by the Finance Department, certain information must be provided permitting Finance Department personnel to produce a full and complete determination as to all anticipated fiscal impacts. This impact statement was produced using:

- **Memorandum from Jennifer Nanek, Special Projects Manager**
- **FRDAP FY 2015'16 Grant Application Package**

This impact statement represents, in our unqualified opinion, a valid estimate of known present or future impacts anticipated to result from the acceptance of the aforementioned grant.

In some cases, the nature of a fiscal impact is described rather than stated using specific dollar amounts or figures. This is done in order to provide information on the nature of the expected fiscal impact where there simply is not enough information to quantify the impact, or whether the exact amount of the impact depends on the exact type of future events or conditions.

General Assumptions

A fiscal impact statement constitutes a forward-looking statement on the acceptance of grant funds and the proper execution of all requirements as set forth in any grant application, agreement, covenants attached to real or tangible property, or other duly enforceable stipulations. In order to produce such a statement, assumptions about future events and conditions must be made.

In any case where a reasonable expectation of a future condition or event has been disclosed or is already known to Finance Department personnel, that information has been used as an Assumption in the fiscal impact statement. Expectations not known or not considered reasonably expected to occur have been excluded from the fiscal impact statement. If an event or condition may occur which would have a material and *direct* fiscal impact, but is not reasonably expected to occur, it is disclosed in the fiscal impact statement.

General Assumptions are made in this fiscal impact statement that the City Staff executing the grant program already possess the required knowledge and expertise to expertly perform all of the requirements of the grant, and that the information provided to prepare this impact statement is true and correct. It is also assumed that no outside events will create a positive or negative influence on the grant program, and that there will be no changes in the legal, operational, or economic environment in which the grant program, and the City as whole, operates, except as disclosed herein.

Current Fiscal Impacts

Impacts on Revenue

Grant funding in the amount of \$50,000 plus City matching funding of \$25,000 (impact fees) for total funding equaling \$75,000 towards project costs.

Impacts on Expenditures

Estimated project cost of \$75,000 for additional lighting at the soccer fields. Any cost overruns must be borne by the General Fund.

Future Fiscal Impacts

Impacts on Revenue

N/A

Impacts on Expenditures

N/A

Other Future Commitments

Maintenance costs of the equipment will be the responsibility of the City. Any maintenance relating to these items will be funded by the General Fund.

Disclosures of Possible Material Future Events

N/A

Certification

We hereby certify that this fiscal impact statement is, to the best of our knowledge, a valid estimate of known present or future impacts anticipated to result from the application and acceptance of the aforementioned grant.

Approved By:



Dorothy Ecklund, CPA
Finance Director
City of Lake Wales

MEMORANDUM

July 28, 2015

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager

RE: Approval of Application for FRDAP Grant Funds to install additional lighting at the Soccer Complex on Hunt Brothers Rd.

SYNOPSIS: This is a grant application for \$150,000 towards improvements to the Soccer Complex on Hunt Brothers Road. These funds will be for additional lighting on two fields. Deadline for submittal is August 14. There is a \$50,000 match requirement which can be spent the next fiscal year (2016-2017).

RECOMMENDATION

Staff recommends that City Commission take the following action:

1. Approve the Florida Recreation Development Assistance (FRDAP) grant application to be submitted to the Department of Environmental Protection for lighting improvements to the Soccer Complex.
2. Authorize the City Manager to execute the applications on the City's behalf.

BACKGROUND

When the Soccer Complex was completed in 2008 only 25% (approximately) of the necessary field lighting was installed. As a result, the majority of the complex is not usable after daylight hours. The fields that are currently lit require much more maintenance as they are overused due to the unavailability of the lights on the remaining fields. This next phase of lighting will be strategically installed in the center of the complex in an effort to light as many of the fields as possible, maximizing the dollars spent. This complex facilitates recreation for approximately 600 children annually.

This application is for the first phase of an effort to light all of the fields. If awarded, the City will receive the grant agreement in July 2016. The 25% required match can be spent in the next fiscal year of 2016-17. If this effort is successful, Phase 2 will be applied for in the future to complete the lighting of the fields. A similar application was submitted last year but no large projects were funded so we are trying again.

OTHER OPTIONS

Do not submit the application.

FISCAL IMPACT

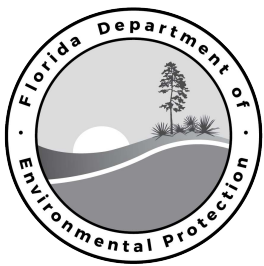
A match of \$50,000

Prepared by the Finance Department and attached.

ATTACHMENTS

Fiscal Impact Statement

Grant Application Draft



Florida Department of Environmental Protection

**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKAGE**

Required Signatures: **Adobe Signature**

PART I — GENERAL INFORMATION

(DEP USE ONLY)

Received: _____

Postmarked: _____

Application Number: _____

1. APPLICANT INFORMATION

A. Name of Applicant: City of Lake Wales

B. Federal Employer Identification Number:** 59-6000357

****(This number must be registered at My Florida Market Place with the address the warrant will be forwarded)**

C. Population: 14,261

D. Current Operating Budget: \$29,102,854.00
(This is the operating budget for the city, county or special district, and not just the department budget)

E. Contact Person: Jennifer Nanek **Title:** Assistant to the City Manager
(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant if awarded)

F. Mailing Address: 201 W. Central Ave.

City/State: Lake Wales, Florida **Zip Code:** 33853

Telephone : (863) 678-4182x270 **E-mail:** jnanek@cityoflakewales.com

FAX: 863-678-4180

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

Signature of City or County Manager/Title

DRP-106 (Effective 06-05-2015)

Date

Page 1 of 28

2. PROJECT INFORMATION

A. Name of Project: Soccer Field Lighting Phase I

B. Project Type (Check One): Project cannot be a combination of acquisition and development

Acquisition: ☐

Development: ☒

☒ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: _____

Trail Construction: ☐

☐ On land owned by applicant

☐ On land currently under site control by applicant

Date site control expires: _____

Development projects must be under site control (owned by deed, or leased or dedicated for minimum of 30 years from the date of application) by the close of the submission period (August 14, 2015).

- **School board property is ineligible** either by lease or ownership.
- Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

(Tab as Exhibit “N”)

C. PROJECT LOCATION:

Street Address: 151 Hunt Brothers Road
City: Lake Wales County: Polk Zip Code: 33853 -
GIS Coordinates: Latitude: 27 52'21.80"N Longitude: 81 35'19.80"W

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified (Visit website for example).**

(Tab as Exhibit "K")

2. Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area.

(Tab as Exhibit "L")

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

(Tab as Exhibit "M")

D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:

This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one each.)**

State Senator: Denise Grimsley Senate District Number: 21
State Representative: Mike LaRosa House District Number: 42

E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED: 9.23

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.

1) For Development Projects:

- (a) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

The Soccer complex includes 4 full size soccer fields, a concession stand, playground and recreation areas, a gravel parking lot and trail. This facility is primarily used for soccer but also other recreational activities. Not all of the fields currently have lighting. This grant would fund some additional lights for some of the fields. The Complex is located just off a designated Scenic HWY, The Ridge Scenic Highway.

- (b) Indicate if a natural spring is located on project site:

☐ Yes ☒ No

- (c) Indicate if there is public access to the park either through an existing street or easement:

☒ Yes ☐ No

Describe Public Access:

The public has access via Hunt Brothers Road which runs between two major highways, Scenic HWY (SR 17) and US HWY 27.

(If additional room needed - Tab as Exhibit "P")

2) For Acquisition Projects: (in addition to the above information)

- (a) If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

n/a

(If additional room needed - Tab as Exhibit "P")

3. FINANCIAL INFORMATION

GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

Project Cost	State Share	Grantee Share
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types.

The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.

A. FRDAP Funds Requested (State Share) Line A \$ 150,000.00

B. Local Funds Available: (Grantee Share)

1. Cash: Line B \$ 50,000.00

2. In-Kind: Line C \$

3. Land Value: Line D \$

If property is developed, land value CANNOT be used as a match.

Total Local Match: Line E \$ 50,000.00

Sum of lines B, C and D

C. Total Cost of Proposed Project: Line F \$ 200,000.00

**Sum of Lines A and E
(Should not total more than \$400,000)**

(If approved for REDI Match Waiver, fill out REDI Waiver Form located under FRDAP Administrative Forms at www.dep.state.fl.us/parks/OIRS) (Tab as Exhibit "O")

D. PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):

On page 7 & 8 as attachment 1, list the project Work Plan for the elements for this application. The Project elements are listed with the related tasks and deliverables. Primary elements and support elements should be listed separately. Use as many project elements and tasks needed to complete the project.

Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 7 & 8 of this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 7 & 8) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 17 of this application. Also identify different FRDAP phases on the site plan and any LWCF phases.

DEVELOPMENT PROJECTS:

PRIMARY RECREATION AREAS AND FACILITIES: Primary facilities include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost.** Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).

SUPPORT FACILITIES AND IMPROVEMENTS: Support facilities are facilities which cannot stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.

ACQUISITION PROJECTS:

If acquisition project, on page 7 & 8, list the project work plan for the acquisition phase of the project.

(Tab as Exhibit “H”)

ATTACHMENT 1
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
DEVELOPMENT
PROJECT WORK PLAN

Project Name: Soccer Field Lighting - Phase I

Grantee Name: City of Lake Wales

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

Task #1: Development of: <u>Soccer Field Lights</u>	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match	Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved
<u>(List each Primary project element)</u>	Provide Budget Detail	Provide Budget Detail	Project Completion Certification Final as-built site plan Florida Recreation and Parks Inventory Form Color Photographs of Project Notice of Limitation of Use Boundary Survey

<p><u>(List each Support project element)</u></p> <p>Additional lighting equipment to light two of the fields.</p> <p>*All work will be completed in accordance with the approved plans.</p>	\$150,000	\$50,000	
TOTALS:	\$ 150,000.00	\$ 50,000.00	

Performance Standard: Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.

INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:

DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED: Identify **ALL** elements that will be completed under this Agreement.

DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT: Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department)..

MATCH AMOUNT TO BE CLAIMED: The same level of detail must be provided for match as for reimbursement.

DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION: All of these deliverables must be submitted before final reimbursement can be processed.

Completion Documentation required prior to Reimbursement

PART II — EVALUATION CRITERIA

GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

Provide:

1) A letter from the agency's city or county manager certifying the five year capital improvement schedule is **officially adopted and date adopted**. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND -

2) A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Please highlight project name, amount and year.**

(20 points)

☒ Yes ☐ No

--- OR ---

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

Provide: a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must **clearly indicate the proposed project by name, amount and year and cannot be older than 3 years.**

(10 points)

☐ Yes ☐ No

(Tab as Exhibit "A")

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the **OUTDOOR RECREATION IN FLORIDA-2008 (Chapter 6 & 7)**. **Provide quotations or other appropriate references with explanations to justify the correlation.** To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.

(Tab as Exhibit "B") (4 points)

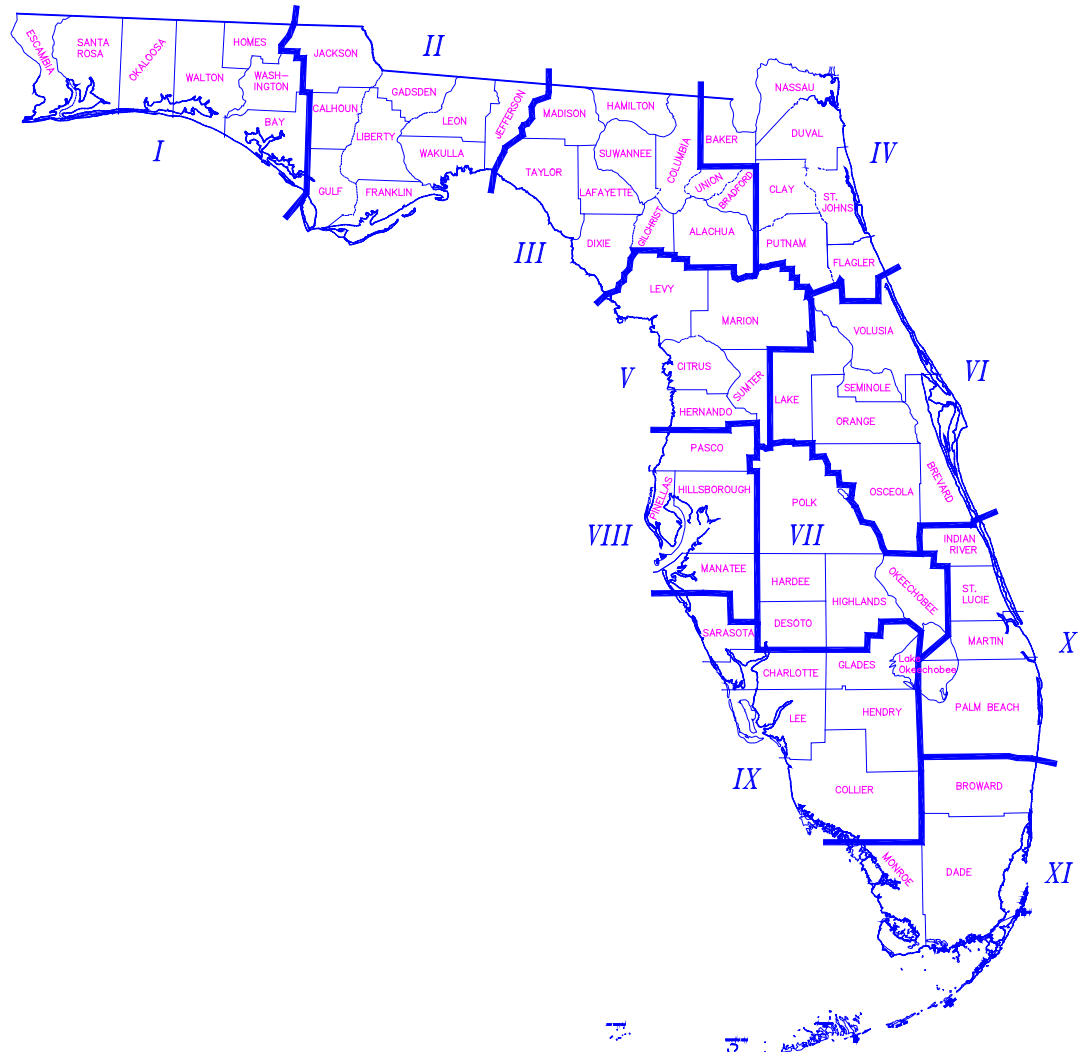
B. 2008 Relative Need Index by Region

The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. Locate the applicant's region and circle each priority resource/facility need as **proposed in the project** cost on page 7 & 8 of this application:

(7 points)

- ☐ I Saltwater Beach Activities * Baseball or Softball * Picnicking * Football
Outdoor Swimming Pool Use * Saltwater Non-Boat Fishing * Golf
RV / Trailer Camping * Freshwater Boat Ramp Use * Soccer or Rugby
- ☐ II Saltwater Beach Activities * Nature Study * Historical or Archeological Sites
Baseball or Softball * Picnicking * Freshwater Boat Ramp Use * Football
Hunting * Horseback Riding * Outdoor Swimming Pool Use
- ☐ III Football * Picnicking * Nature Study * Soccer or Rugby * Baseball or Softball
Horseback Riding * Outdoor Basketball * RV / Trailer Camping
Freshwater Boat Ramp Use * Bicycle Riding – Unpaved Trails
- ☐ IV Historical or Archeological Sites * Baseball or Softball * Football
Saltwater Beach Activities * Picnicking * Outdoor Swimming Pool Use * Outdoor
Basketball * Nature Study * Golf * Soccer or Rugby
- ☐ V Picnicking * Football * RV / Trailer Camping * Nature Study * Baseball or Softball
Bicycle Riding - Unpaved Trails * Outdoor Basketball * Soccer or Rugby
Horseback Riding * Outdoor Swimming Pool Use
- ☐ VI Picnicking * RV / Trailer Camping * Football * Baseball or Softball
Outdoor Swimming Pool Use * Nature Study * Historical or Archeological Sites
Outdoor Basketball * Saltwater Beach Activities * Soccer or Rugby
- ☒ VII RV / Trailer Camping * Picnicking * Baseball or Softball * Outdoor Swimming Pool Use
Nature Study * Freshwater Boat Ramp Use * Football * Golf * Horseback Riding
Outdoor Basketball
- ☐ VIII Picnicking * RV / Trailer Camping * Baseball or Softball * Football * Outdoor
Swimming Pool Use Saltwater Beach Activities * Golf * Outdoor Basketball * Outdoor
Tennis * Soccer or Rugby
- ☐ IX Picnicking * RV / Trailer Camping * Saltwater Beach Activities * Outdoor Swimming
Pool Use Golf * Football * Nature Study * Baseball or Softball * Outdoor Tennis *
Historical or Archaeological Sites
- ☐ X Football * Golf * Baseball or Softball * Outdoor Swimming Pool Use * Picnicking *
Outdoor Tennis Saltwater Beach Activities * Outdoor Basketball * RV / Trailer Camping
* Soccer or Rugby

Outdoor Swimming Pool Use * Picnicking * Football * Baseball or Softball * Saltwater Beach Activities * Outdoor Tennis * Golf * Outdoor Basketball * Saltwater Non-Boat Fishing * RV / Trailer Camping



3. PUBLIC PARTICIPATION

Indicate which of the following apply (**Check ALL that apply**):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**)

- ☒ A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. **If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.**

(Tab as Exhibit “C-1”) (10 points)

- ☒ B. The project was discussed at a **regularly** scheduled meeting of the applicant’s advisory board responsible for park, recreation or leisure service activities. Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.**

(Tab as Exhibit “C-2”) (7 points)

- ☒ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (**minutes from the meeting which the project was discussed** with date or thank-you letter from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a **copy of the survey, who surveyed and summary of the results.** **Letters of support are not acceptable to receive points.**

(Tab as Exhibit “C-3”) (4 points)

4. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site: **(Check ONLY one):**

Provide **a brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart**. **Must provide both to receive points.**

- ☐ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. **(Tab as Exhibit “D”) (6 points)**
- ☒ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. **(Tab as Exhibit “D”) (4 points)**
- ☐ The applicant has other means of providing facility development, programming and maintenance. **(Tab as Exhibit “D”) (2 points)**

5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity **(within the current or past 3 years)** in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between either parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.**

(A management or maintenance agreement is not acceptable.)

☐ Yes ☒ No

(Tab as Exhibit “E”) (3 points)

6. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is **outside the project boundary**. **Indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.**

☐ Yes ☒ No

(Tab as Exhibit “G”) (5 points)

DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged) (**If undeveloped, state None**). The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. **Identify and color code different funding phases from the existing facilities.**

(Tab as Exhibit "G") (5 points, if undeveloped)

Current:- 4 full size soccer fields (can be subdivided for younger age groups)

- 1 playground
- walking trail
- 2 recreation areas
- parking area-concession stand
- 4 light poles for 2 fields

2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

- A) List the facilities which are addressed on page 7 & 8 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached pages 22-26 for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) (**If developing trails, must have separate trails to receive separate points.**)

(Maximum 30 points)

- B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled **"1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA"**. Use the table below to determine in which priority funding need ranking the project falls. (**Check ONLY one**):

☐ Highest Priority Funding Need (13 points)

☒ Second Highest Priority Funding Need (8 points)

Population Density 1 – Population Under 10,000	Rank 1 Rank 2	Construction Renovation
Population Density 2 – Population 10,000 to 24,999	Rank 1 Rank 2	Renovation Construction
Population Density 3 – Population 25,000 to 49,999	Rank 1 Rank 2	Construction Renovation
Population Density 4 – Population 50,000 to 99,999	Rank 1 Rank 2	Construction Renovation
Population Density 5 – Population 100,000 and Over	Rank 1 Rank 2	Renovation Construction

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)

1. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

List all the facilities that will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 22-26.)

(15 points)

2. NEEDED RECREATIONAL ACREAGE

Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. **Provide the following:**

- A. Needed acres/Person and Total Acreage Under Local Control
- B. Provide excerpts of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.

(Tab as Exhibit "F") (15 points)

3. CAPITAL IMPROVEMENT PLAN

A) Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?

- 1). **Provide:** a letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND-

- 2). **Provide:** a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules). **Highlight project name, amount and year.**

(6 points)

☐ Yes ☐ No

----OR----

B) Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

Provide: a copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount and cannot be older than 3 years.**

(3 points)

☐ Yes ☐ No

(Tab as Exhibit "A")

**TRAIL CONSTRUCTION CRITERIA
(COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)**

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as trails, trailheads, ball fields, basketball courts, etc. (Bullet lists are encouraged. **If undeveloped, state None.**) The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.

(Tab as Exhibit “G”) (5 points, if undeveloped)

2. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trails System Plan. Use **“Florida Greenways and Trails System Plan– 2013-2017”**. **Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.**

(Tab as Exhibit “H”) (6 points)

3. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL

The project is located on or connects with a State of Florida designated greenway or trail.

Provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity.

Designation Agreements must be fully executed by the end of submission period.

☐ Yes ☒ No

(Tab as Exhibit “I”) (3 points)

4. REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN

Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity. Provide quotations or appropriate references with **explanations** to justify correlation. **Enclose a copy of the regional or local governmental adopted Greenway Plan.**

(Tab as Exhibit “J”) (4 points)

5. MIXED USE OR SINGLE USE TRAILS

Does the specific trail design demonstrate that the project will support:
Mixed use recreational trail opportunities, either motorized or non-motorized, or both?

☐ Yes ☐ No

(8 points)

-----OR-----

Single use recreational trail opportunities?

☐ Yes ☐ No

(6 points)

6. INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "**1995 INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**". Use the table below to determine in which priority funding need ranking the project falls. (**Check ONLY one**):

☐ Highest Priority Funding Need

(13 points)

☐ Second Highest Priority Funding Need

(8 points)

Population Density 1 – Population Under 10,000	Rank 1	Construction
	Rank 2	Renovation
Population Density 2 – Population 10,000 to 24,999	Rank 1	Renovation
	Rank 2	Construction
Population Density 3 – Population 25,000 to 49,999	Rank 1	Construction
	Rank 2	Renovation
Population Density 4 – Population 50,000 to 99,999	Rank 1	Construction
	Rank 2	Renovation
Population Density 5 – Population 100,000 and Over	Rank 1	Renovation
	Rank 2	Construction

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

Part III – Supporting Documents

POPULATION DENSITIES

Outdoor Facility Needs Ranked by Priority Index: Population Density 1

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>
1	Playgrounds	6	Baseball Fields
2	Support Facilities	5	Softball Fields
3	Tennis Courts	5	Playgrounds
4	Rest Rooms	5	Rest Rooms
5	Picnic Facilities	4	Support Facilities
6	Baseball Fields	4	Soccer Fields
7	Basketball Courts	4	Basketball Courts
8	Softball Fields	4	Bike Trails
9	Swimming Pools	4	Swimming Pools
10	Boating Facilities	4	Tennis Courts
11	Fishing Piers	3	Picnic Facilities
12	Camping	3	Handball Courts
13	Handball Courts	3	Fishing Piers
14	Football Fields	3	Football Fields
15	Soccer Fields	3	Boating Facilities
16	Beach Access	2	Exercise Trails
17	Historical Facilities	2	Camping
18	Shuffleboard Courts	2	Beach Access
19	Nature Trails	2	Historical Facilities
20	Other	2	Shuffleboard Courts
21	Golf Courses	2	Nature Trails
22	Bike Trails	1	Golf Courses
23	Exercise Trails	1	Hiking Trails
24	Hiking Trails	1	Horse Trails
25	Horse Trails	1	Other

Population Density 1 - Population Under 10,000

Outdoor Facility Needs Ranked by Priority Index: Population Density 2

Rank	Renovation	Construction	
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>
1	Rest Rooms	6	Support Facilities
2	Support Facilities	6	Rest Rooms
3	Playgrounds	6	Playgrounds
4	Baseball Fields	5	Softball Fields
5	Tennis Courts	5	Soccer Fields
6	Softball Fields	5	Baseball Fields
7	Basketball Courts	4	Basketball Courts
8	Boating Facilities	4	Picnic Facilities
9	Swimming Pools	4	Swimming Pools
10	Picnic Facilities	4	Football Fields
11	Soccer Fields	4	Tennis Courts
12	Exercise Trails	3	Handball Courts
13	Football Fields	3	Nature Trails
14	Shuffleboard Courts	3	Bike Trails
15	Handball Courts	2	Boating Facilities
16	Beach Access	2	Other
17	Fishing Piers	2	Exercise Trails
18	Camping	2	Golf Courses
19	Bike Trails	2	Hiking Trails
20	Nature Trails	2	Fishing Piers
21	Other	2	Camping
22	Golf Courses	1	Beach Access
23	Hiking Trails	1	Historical Facilities
24	Historical Facilities	1	Horse Trails
25	Horse Trails	1	Shuffleboard Courts

Population Density 2 - Population From 10,000 to 24,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 3

Rank	Renovation	Construction			
	Facility	Points	Facility	Points	
1	Rest Rooms	6	Baseball Fields	6	Cluster I
2	Playgrounds	6	Soccer Fields	6	
3	Support Facilities	5	Support Facilities	5	Cluster II
4	Tennis Courts	5	Softball Fields	5	
5	Baseball Fields	5	Playgrounds	5	
6	Basketball Courts	5	Boating Facilities	5	
7	Beach Access	4	Football Fields	4	Cluster III
8	Swimming Pools	4	Tennis Courts	4	
9	Soccer Fields	4	Rest Rooms	4	
10	Picnic Facilities	4	Picnic Facilities	4	
11	Football Fields	3	Basketball Courts	3	Cluster IV
12	Softball Fields	3	Other	3	
13	Boating Facilities	3	Exercise Trails	3	
14	Exercise Trails	2	Bike Trails	2	Cluster V
15	Handball Courts	2	Nature Trails	2	
16	Other	2	Camping	2	
17	Golf Courses	2	Handball Courts	2	
18	Shuffleboard Courts	2	Historical Facilities	2	
19	Fishing Piers	2	Swimming Pools	2	
20	Bike Trails	2	Hiking Trails	2	
21	Hiking Trails	2	Golf Courses	2	
22	Nature Trails	2	Beach Access	2	
23	Camping	2	Fishing Piers	2	
24	Historical Facilities	1	Horse Trails	1	Cluster VI
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 3 - Population From 25,000 to 49,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 4

Rank	Renovation	Construction			
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>	<u>Points</u>	
1	Playgrounds	6	Soccer Fields	6	Cluster I
2	Rest Rooms	5	Playgrounds	5	
3	Support Facilities	5	Picnic Facilities	5	Cluster II
4	Tennis Courts	5	Baseball Fields	5	
5	Soccer Fields	5	Support Facilities	5	
6	Baseball Fields	5	Swimming Pools	5	
7	Swimming Pools	4	Softball Fields	4	Cluster III
8	Exercise Trails	4	Basketball Courts	4	
9	Softball Fields	4	Rest Rooms	4	
10	Basketball Courts	4	Other	4	
11	Handball Courts	3	Exercise Trails	3	Cluster IV
12	Picnic Facilities	3	Golf Courses	3	
13	Boating Facilities	2	Tennis Courts	2	Cluster V
14	Beach Access	2	Boating Facilities	2	
15	Fishing Piers	2	Fishing Piers	2	
16	Shuffleboard Courts	2	Football Fields	2	
17	Football Fields	2	Handball Courts	2	
18	Golf Courses	2	Bike Trails	2	
19	Nature Trails	2	Nature Trails	2	
20	Other	2	Hiking Trails	2	
21	Bike Trails	2	Horse Trails	2	
22	Camping	2	Beach Access	2	
23	Hiking Trails	2	Camping	2	
24	Historical Facilities	1	Historical Facilities	1	Cluster VI
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 4 - Population From 50,000 to 99,999

Outdoor Facility Needs Ranked by Priority Index: Population Density 5

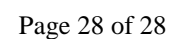
Rank	Renovation	Construction			
	Facility	Points	Facility	Points	
1	Support Facilities	6	Support Facilities	6	Cluster I
2	Rest Rooms	5	Baseball Fields	5	Cluster II
3	Playgrounds	5	Playgrounds	5	
4	Tennis Courts	4	Softball Fields	4	Cluster III
5	Swimming Pools	4	Rest Rooms	4	
6	Boating Facilities	4	Soccer Fields	4	
7	Basketball Courts	4	Picnic Facilities	4	
8	Golf Courses	3	Bike Trails	3	Cluster IV
9	Softball Fields	3	Swimming Pools	3	
10	Picnic Facilities	3	Exercise Trails	3	
11	Historical Facilities	3	Hiking Trails	3	
12	Baseball Fields	3	Other	3	
13	Fishing Piers	3	Golf Courses	3	
14	Exercise Trails	3	Camping	3	
15	Soccer Fields	3	Beach Access	3	
16	Handball Courts	2	Historical Facilities	2	Cluster V
17	Camping	2	Tennis Courts	2	
18	Football Fields	2	Basketball Courts	2	
19	Nature Trails	2	Boating Facilities	2	
20	Beach Access	2	Fishing Piers	2	
21	Bike Trails	2	Football Fields	2	
22	Other	2	Nature Trails	2	
23	Hiking Trails	2	Handball Courts	2	
24	Horse Trails	1	Horse Trails	1	Cluster VI
25	Shuffleboard Courts	1	Shuffleboard Courts	1	

Population Density 5 - Population From 100,000 & Over

CONTACT FOR ADDITIONAL INFORMATION:

Contact	Phone
A. FRDAP Application Information & Help	850/245-2501
B. FRDAP Administrative Rule www.dep.state.fl.us/parks/oirs	850/245-2501
C. Statewide Comprehensive Outdoor Recreation Plan (SCORP) www.dep.state.fl.us/parks/planning	850/245-3051
D. State Lands, Bureau of Appraisal	850/245-2555
E. Recreation Accessibility and Safety Program Manager, Florida Park Service	850/245-3031
F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan	850/245-2052

DEP Florida Recreation Development Assistance Program (FRDAP)
Federal Land and Water Conservation Fund (LWCF)



**STATEMENT OF FISCAL IMPACT
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
ADDITIONAL LIGHTING AT THE SOCCER FIELDS
(STATE GRANT)**

PREPARED BY

**CITY OF LAKE WALES
FINANCE DEPARTMENT**

Nature of Statement and Information Disclosed

This is a statement of fiscal impact has been performed as required by and in accordance with Section 2-802, Article VIII of the City of Lake Wales Code of Ordinances. It is a statement solely for the purpose of analyzing and reporting the fiscal impact on the City of either applying or not applying for this grant, using certain assumptions as indicated herein. No attempt is made to evaluate the Grant Application for suitability to City objectives.

In order to provide an unqualified statement of fiscal impact that can be certified as reasonably full and complete by the Finance Department, certain information must be provided permitting Finance Department personnel to produce a full and complete determination as to all anticipated fiscal impacts. This impact statement was produced using:

- **Memorandum from Jennifer Nanek, Special Projects Manager**
- **FRDAP FY 2015'16 Grant Application Package**

This impact statement represents, in our unqualified opinion, a valid estimate of known present or future impacts anticipated to result from the acceptance of the aforementioned grant.

In some cases, the nature of a fiscal impact is described rather than stated using specific dollar amounts or figures. This is done in order to provide information on the nature of the expected fiscal impact where there simply is not enough information to quantify the impact, or whether the exact amount of the impact depends on the exact type of future events or conditions.

General Assumptions

A fiscal impact statement constitutes a forward-looking statement on the acceptance of grant funds and the proper execution of all requirements as set forth in any grant application, agreement, covenants attached to real or tangible property, or other duly enforceable stipulations. In order to produce such a statement, assumptions about future events and conditions must be made.

In any case where a reasonable expectation of a future condition or event has been disclosed or is already known to Finance Department personnel, that information has been used as an Assumption in the fiscal impact statement. Expectations not known or not considered reasonably expected to occur have been excluded from the fiscal impact statement. If an event or condition may occur which would have a material and *direct* fiscal impact, but is not reasonably expected to occur, it is disclosed in the fiscal impact statement.

General Assumptions are made in this fiscal impact statement that the City Staff executing the grant program already possess the required knowledge and expertise to expertly perform all of the requirements of the grant, and that the information provided to prepare this impact statement is true and correct. It is also assumed that no outside events will create a positive or negative influence on the grant program, and that there will be no changes in the legal, operational, or economic environment in which the grant program, and the City as whole, operates, except as disclosed herein.

Current Fiscal Impacts

Impacts on Revenue

Grant funding in the amount of \$150,000 plus City matching funding of \$50,000 (impact fees) for total funding equaling \$200,000 towards project costs.

Impacts on Expenditures

Estimated project cost of \$200,000 for additional lighting at the soccer fields. Any cost overruns must be borne by the General Fund.

Future Fiscal Impacts

Impacts on Revenue

N/A

Impacts on Expenditures

N/A

Other Future Commitments

Maintenance costs of the equipment will be the responsibility of the City. Any maintenance relating to these items will be funded by the General Fund.

Disclosures of Possible Material Future Events

N/A

Certification

We hereby certify that this fiscal impact statement is, to the best of our knowledge, a valid estimate of known present or future impacts anticipated to result from the application and acceptance of the aforementioned grant.

Approved By:



Dorothy Ecklund, CPA
Finance Director
City of Lake Wales

MEMORANDUM

DATE: July 24, 2015

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager

RE: First Baptist Church Block Party Event Application

SYNOPSIS

This is a Special Event Permit Application from the First Baptist Church for a Block Party event to be held on Cephia St between both intersections with Yarnell Avenue. The Block Party will be on Sunday August 16th from 4pm -6pm.

RECOMMENDATION

It is recommended that the City Commission take the following action:

- Approve the Special Event Permit application for the Block Party Event to take place on Sunday, August 16, 2015 from 4pm-6pm.
- Approve the request for the temporary closing on Sunday August 16, 2015 of Cephia Street between both intersections with Yarnell Avenue.

BACKGROUND

The First Baptist Church is organizing a Block Party with bounce houses, amplified music, food and games. Parking will be at the First Baptist Church and attendees will be shuttled to the site.

The sponsor will provide restroom facilities on site and will notify the residents in that area of the road being closed for that event. A copy of their event insurance has been provided.

OTHER OPTIONS

Do not approve the Special Event Permit.

FISCAL IMPACT

As this is a new event, it has not been budgeted. All costs will be the responsibility of the sponsor.

ATTACHMENTS

Special Event Permit Application



SPECIAL EVENT APPLICATION

City of Lake Wales
201 W. Central Ave.
Lake Wales, FL 33853
863-678-4182x270

Applicant Information:

Organization Name: First Baptist Church

Is this organization classified a 501c3 status by the IRS? yes ☒ no ☐
(if so, please provide a copy of the determination letter)

Address: 338 E. Central Ave. Phone: 863-676-3436
Lake Wales, FL 33853

Event Contact Information:

Name: (First & Last): Barry Hooten

Mailing Address: 338 E Central Ave.

City, ST, ZIP: Lake Wales, FL 33853

Phone#: 863-⁵²⁸~~632~~-9081 Email: barry@fbclw.com

Event Information:

Name of Event: Block Party

Please note: All events requesting a street closure must have approval from the City Commission.

- ☐ Festival - an organized public gathering in a park or downtown e.g. Art Show
- ☐ Organized Competitive Event - a planned race, walk, tournament or other contest
- ☐ Parade/Walk - a public or private march, run, walk or parade of any kind.
- ☐ Circus or Carnival
- ☐ Other Block Party

Event Description: Free Event to meet & greet the community.

Event Start Date: 8.16.15 Time: 4:00

Event End Date: 8.16.15 Time: 6:00

Set up Date: 8.16.15 Time: 2:00

Take Down Date: 8.16.15 Time: 6:00-7:00

☐ Gated/Ticketed ☒ Open to the Public ☐ Private Other: _____

Location of Event:

☐ Lake Wailes Park ☐ Downtown Market Place ☐ Kiwanis Park

☐ Stuart Park ☐ Crystal Lake Park ☐ Other E. Lake Park
1 Block of Cepha St.
(see map)

Site Plan Requirements:

Please attach a clear and legible site plan/map with the following indicated:

1. Depiction of the area (streets, park, etc) where the event will be held.
2. The overall event area such as parking and requested street closures.
3. The location and dimensions of all physical equipment being placed; such as stages, vendors, booths, tents, barricades, restrooms, dumpsters, etc.
4. Disabled parking and handicapped access clearly defined.
5. Location of temporary alcohol sales where both sales & consumption will occur.
(Sale or consumption of alcohol requires additional permitting from the state and hiring of at least 2 off-duty police officers)

Event Components:

- | | |
|---|--|
| <input type="checkbox"/> Alcohol - (Special Permit Required)* | <input checked="" type="checkbox"/> Amplified Sound |
| <input checked="" type="checkbox"/> Portolets | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Sales/Distribution/Display | <input checked="" type="checkbox"/> Inflatables (bounce houses) |
| <input checked="" type="checkbox"/> Food Distribution/Sales | <input type="checkbox"/> Concerts/Live Music |
| <input checked="" type="checkbox"/> Use of electric outlets | <input type="checkbox"/> Installation of additional outlets |
| <input type="checkbox"/> Use of water spigots | <input type="checkbox"/> Tents (permit required for tents larger than 30x30) |
| <input type="checkbox"/> Live animals | <input type="checkbox"/> Boat Racing |
| <input type="checkbox"/> Temporary Structures | <input checked="" type="checkbox"/> On-Site Cooking |
| <input type="checkbox"/> DJ | <input type="checkbox"/> Amusement rides |

☒ Other Games & info. requiring tables & lawn type
games provided by FBC.

*Events involving the sale and consumption of alcohol must have a designated area where the sale and consumption of alcohol will take place. Sponsor must get an additional permit from the State Division of Alcoholic Beverages and Tobacco and requires the presence of a police detail.

Other Information:

Will City Streets be closed? ☒ yes ☐ no Requires Commission Approval

Please list all affected streets: Cephic St. (1 Block - between
both intersections with Yarnell Ave.

Will any alleys, parking lots or other public places be closed? ☐ yes ☒ no

Please describe: _____

Will State Roads be closed? (SR 17) ☐ yes ☒ no Requires FDOT Permit

Please describe State Roads to be closed: _____

Will you need additional trash receptacles from the City? ☐ yes ☒ no

Will you need clean-up assistance from the City throughout the event? ☐ yes ☒ no

Note: For unbudgeted events the organization must reimburse the City 100% of costs for use of Public Services and Police Department.

Any other requested assistance from the City? FBC will hire Police
for the event - FBC will arrange w/ Police Dept.

Any additional information: _____

Insurance Requirements:

Liability Insurance is required for all special events involving City property and must name the City of Lake Wales as an additional insured. For events requesting the sale or consumption of alcohol, liability insurance in the amount of \$1,000,000.00 is required. All proof of insurance must be submitted to the City of Lake Wales a week before the event. Failure to provide acceptable insurance will result in the cancellation of the event.

Agreement to Assume Financial Responsibility for Injury or Damage

The Sponsor (hereinafter referred to as "the permittee"), shall indemnify, defend, and hold harmless the City of Lake Wales (hereinafter referred to as "the City"), and all of its elected or appointed officials, officers, agents, and employees from any claim, loss, damage, cost, change, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agent, employees, or subcontractors during the performance of the permitted event, whether direct or indirect, and whether to any person or property to which the City or said parties may be subject, except that neither the Permittee nor any of its agents, employees, or subcontractors will be liable under the agreement for damages arising out of the injury or damage to persons directly caused or resulting SOLELY from the negligence of the City or any of its elected or appointed officials, officers, agents, or employees.

Permittee's obligation to indemnify, defend and pay for the defense or at the City's option, to participate and associate with the City in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be initiated by the City's notice of claim for indemnification to Permittee. Permittee's inability to evaluate liability or its evaluation of liability shall not excuse Permittee's duty to defend and indemnify within seven days after such notice by the City is provided by Certified Mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the City SOLELY negligent shall excuse performance of this provision by Permittee. Permittee shall pay all costs and fees related to this obligation and its enforcement by the City. City's failure to notify Permittee of a claim shall not release the Permittee of the above duty to defend.

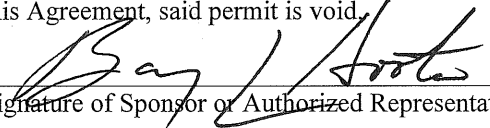
It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the City's right, title and interest in land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, and save harmless the City from and against any and all loss, damage, cost, and expense arising in any manner on account of the exercise or attempted exercise by said Permittee of the aforesaid rights and privileges.

During the event, the Permittee shall observe all safety regulations of the City, and the Permittee shall take measures to ensure the safety of the public.

By signing this application, it represents the information provided to be true and correct and signifies a binding agreement to comply with the rules and regulations of the City of Lake Wales. Should the City grant approval and a permit be issued, it is further agreed the Permittee will comply with any other requirements provided by Federal, State, and Local Law.

By execution hereof, the undersigned affirms that he or she is vested with full right and authority to bind the Permittee to the terms of this Agreement.

In case of non-compliance with the City's requirements in effect as of the approved date of the permit resulting from this Agreement, said permit is void.



Signature of Sponsor or Authorized Representative of Sponsor

Date

Barry L. Hooten

Printed Name

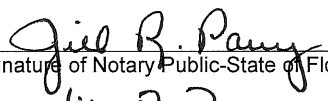
State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 23rd day of July, 2015 by

Barry Hooten



JILL R. PAVY
MY COMMISSION # FF 145357
EXPIRES: September 7, 2018
Bonded Thru Budget Notary Services



Signature of Notary Public-State of Florida

Jill R. Pavy

Name of Notary Typed, Printed or Stamped

(NOTARY SEAL)
Personally Known ☒ OR Produced Identification _____
Type of Identification Produced: _____

Request for Block Party
Made by: First Baptist Church, Lake Wales

The event area will involve 1 block of Cephia St. – between the two intersections of Yarnell Ave. Request the closing of the street for this area only.

Most guests will not need parking as they will be from the neighborhood. Church members hosting the event will park at First Baptist Church, (possibly at Kiwanis Park or Trail Head Parking Lot) and be shuttled to the event area by First Baptist Church.

Handicapped parking will not be an issue as FBC will provide shuttle service from indicated areas.

Set up will include: 2 inflatables - 1 Bounce House (approximately 12' X 12')

1 Obstacle Course (approximately 12' X 30')

Tables for games, information about FBC, refreshments, etc.

Trash receptacles (provided by FBC)

Portolets

A sound system will be set up – for announcements of events and Christian Music

Cephia St



FIRSB50

OP ID: DA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/23/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mulling Insurance Agency, Inc. P O Box 308 208 E Park Street Auburndale, FL 33823-0308 C. Gregory Bryan, CIC		Phone: 863-967-4454 Fax: 863-967-7592	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED First Baptist Church Lake Wales Mr. Barry Hooten, Admin. P.O. Box 552 Lake Wales, FL 33859		INSURER(S) AFFORDING COVERAGE INSURER A: Guide One Elite Insurance Co INSURER B: GuideOne Mutual Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 15032 42803	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			1259544	10/21/2014	10/21/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 3,000,000
							Emp Ben. \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			1765153	06/06/2015	06/06/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		1259545	10/21/2014	10/21/2015	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10000						\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			1259546	10/21/2014	10/21/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

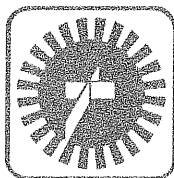
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Block Party on 8/16/15 - East Lake Park Neighborhood, 1109-1130 Cephia Street, Lake Wales, FL 33853

CERTIFICATE HOLDER**CANCELLATION**

CITYLAW City of Lake Wales 201 Central Ave West Lake Wales, FL 33859-1320	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>C. Gregory Bryan</i>
---	--

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FLORIDA BAPTIST CONVENTION
1230 Hendricks Avenue
Jacksonville, Florida 32207
904-396-2351

Business Services – Stephens Baumgardner, Jr., Director

August 1, 2013

To Whom It May Concern:

RE: First Baptist Church of Lake Wales, Inc.

**Mailing Address: PO Box 552
Lake Wales, FL 33859**

**Physical Address: 338 E Central Ave
Lake Wales, FL 33853**

EIN #: 59-0818915

First Baptist Church of Lake Wales, Inc., Lake Wales, FL, is a cooperating church, in good standing, which is affiliated with the Florida Baptist State Convention (Group Exemption # 2024) and as such comes under the 501 (C) (3) group tax exemption letter granted to the Florida Baptist State Convention by the Internal Revenue Service.

Sincerely,

Stephens Baumgardner, Jr.

**Stephens Baumgardner, Jr., Director
Business Services Division**

SLB/tb

Attachment: IRS 501(C)(3) Determination Letter for Florida Baptist Convention

U.S. Treasury Department

Internal Revenue Service

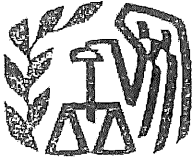
Washington, D.C. 20224

Date:

AUG 11 1969

In reply refer to

T:MS:EO:R:2-WRM



Florida Baptist State Convention
1230 Hendricks Avenue
Jacksonville, Florida 32207

Gentlemen:

Based on the information supplied, we rule that you and your affiliated churches and institutions named on the group exemption roster you submitted are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

You and your affiliated churches and institutions are not required to file Federal income tax returns.

It will not be necessary for you and your affiliated churches and institutions to file the annual return of information, Form 990-A, generally required of organizations exempt under section 501(c)(3) of the Code, as you and your exempt affiliated churches and institutions come within the specific exception contained in section 6033(a) of the Code.

Donors may deduct contributions to you or your affiliated churches and institutions as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to or for the use of you and your affiliated churches and institutions are deductible for Federal estate and gift tax purposes under section 2055, 2106, and 2522 of the Code.

You and your affiliated churches and institutions are not liable for Federal unemployment taxes. You and your affiliated churches and institutions are liable for social security taxes only if you and your affiliated churches and institutions have filed waiver of exemption certificates, as provided in the Federal Insurance Contributions Act. (Your District Director will be glad to tell you more about the latter point.)

Each year, within 45 days after your annual accounting period closes, please send us two copies of the following information about your affiliated churches and institutions.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your affiliated churches and institutions.
2. A list of the names, mailing addresses including ZIP Codes of churches and institutions on your group exemption roster that during the year:
 - a. changed names or addresses;
 - b. were deleted from the roster;
 - c. were added to the roster.

A director of affiliated churches and institutions may be substituted for this list if it includes the required information and identifies the affected churches and institutions according to the three categories above.

3. For churches and other institutions added to the roster, a letter signed by one of your principal officers containing or attaching:
 - A. A statement that the information upon which your present group exemption letter is based applies to the new churches and institutions;
 - B. A statement that each has given you written authorization to add its name to the roster;
 - C. A list of those which the Service previously issued rulings or determination letters relating to exemption.
4. If applicable, a statement that your group exemption roster did not change during the year.

Please show your Employer Identification Number on all correspondence with the Internal Revenue Service.

Florida Baptist State Convention

This ruling supersedes our ruling to you dated August 18, 1934. This ruling also supersedes our rulings to Florida Baptist Foundation and Baptist Bible Institute dated February 13, 1957 and November 5, 1963 respectively.

You should advise each of your exempt affiliated churches and institutions of the exemption and the pertinent provisions of this ruling.

We are notifying your District Director, Jacksonville, Florida.

Very truly yours,

John R. Barber

Chief, Rulings Section
Exempt Organizations Branch

MEMORANDUM

August 4, 2015

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Dorothy Ecklund, Finance Director

RE: Preliminary Financial Statements for June 30, 2015

SYNOPSIS: The preliminary financial statements report revenues received and expenditures made through the end of June 30, 2015.

The unaudited financial statements for the City of Lake Wales for the Period Ending June 30, 2015 are presented to the City Commission for review. At the end of June 30, 2015 the City was 75% into the fiscal year.

General Fund (001), page 1:

The General Fund appears to be materially on target with revenue expectations. The City received loan proceeds of \$500,000 on June 25, 2015 for cash flow purposes mainly related to capital projects expenditures. Staff will be preparing an end of year budget amendment for various expenditure line items and recognition of the loan proceeds received.

Note: Due to low unrestricted cash balances, the low balance of the emergency sinking fund, and various capital projects in Fiscal Year 2014'15, the Finance Department has recommended debt issuance for a period of two years for cash flow purposes.

Transportation Fund (102), page 6:

The Transportation Fund appears to be materially on target with revenue and expenditure expectations.

CRA Fund (105), page 11:

The CRA fund appears to be materially on target with revenue and expenditure expectations.

Library Fund (110), page 16:

The Library Fund appears to be materially on target with revenue and expenditure expectations. Due mainly to the addition of the bookmobile service, staff will be preparing an end of year budget amendment for various expenditures line items.

Note: The Library Fund also has low unrestricted cash balances. This fund might need short -term borrowing from the General Fund at year end.

Capital Projects Fund (330), page 23:

The Cemetery Addition in 2013 obtained \$500,000 in finance but cost projects have increased to \$704,245.47 (as of 6/30/2015). The capital projects fund will require funding from the General Fund. Staff will be preparing an end of year budget amendment for various expenditure line items.

Utility System Fund (403), page 26:

The Utility System Fund appears to be materially on target with revenue and expenditure expectations. Staff will be preparing an end of year budget amendment for various expenditure line items and recognition of the loan proceeds received.

Note: Due to settlement cost of the Lake Belle litigation, in 2014 of \$828,124, and various capital projects being completed within the Utility Fund, this Fund requires use of the debt issuance referenced under the General Fund.

Airport Authority (404), page 29:

The Airport Authority appears to be materially on target with revenue and expenditure expectations.

Note: Due to the low cash balance of the General Fund, the additional cash requirements of the Cemetery Addition Project within the Capital Projects Fund, and the cash flow needs of the Utility Fund, the matching requirement of the Airport Improvements will require use of the debt issuance referenced under the General Fund.

ATTACHMENTS

Preliminary Financial Statements for June 2015 Fiscal Year to Date

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
GENERAL FUND - 001
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)

	GENERAL FUND - 001			
	Cash - Unrestricted	617,180	(91,900)	709,080
001-101-096-000-000	General Fund Emergency Fund 3706	100,341	1,025,172	(924,831)
001-103-100-000-000	Loan Proceeds Series 2015	500,000	0	500,000
001-102-001-000-000	Petty Cash (Finance Dept.)	500	400	100
		-----	-----	-----
	CASH	1,218,021	933,672	284,349
	ACCOUNTS RECEIVABLE	967,712	774,470	193,242
	DUE FROM OTHER FUNDS	1,230,958	232,488	998,470
	INVENTORY	55,479	66,188	(10,709)
	PREPAID	58,732	141,343	(82,611)
		-----	-----	-----
	TOTAL ASSETS	3,530,902	2,148,160	1,382,742
		=====	=====	=====
	ACCOUNTS PAYABLE	151,565	174,416	(22,851)
	DUE TO OTHER FUNDS	0	0	0
	DEPOSIT & TRUST ACCOUNTS	3,790	3,767	22
	ACCRUED PAYROLL & WITHHOLDING	296,356	265,686	30,669
	DEFERRED REVENUE	117,983	205,969	(87,986)
		-----	-----	-----
	TOTAL LIABILITIES	569,693	649,838	(80,145)
	EXCESS REV OVER/UNDER EXP	1,751,076	(481,634)	2,232,710
001-271-001-000-000	Fund Balance	1,210,133	1,979,956	(769,823)
		-----	-----	-----
	TOTAL FUND BALANCE	2,961,209	1,498,322	1,462,887
		-----	-----	-----
	TOTAL LIAB. AND FUND BALANCE	3,530,902	2,148,160	1,382,742
		=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
GENERAL FUND - 001
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011

REVENUES						
TAXES						
001-311-100-000-000	Ad Valorem Taxes	3,800,800	3,780,206	3,764,352	3,736,773	3,768,495
001-314-100-000-000	Utility Service Tax - Electric	993,000	749,119	693,000	446,636	693,053
001-314-300-000-000	Utility Service Tax - Water	227,000	184,798	227,000	172,092	223,967
001-314-800-000-000	Utility Service Tax - Propane	40,000	37,952	40,000	34,658	40,820
001-315-000-000-000	Communications Svc Tax	328,800	301,486	474,000	349,713	495,953
001-316-000-000-000	Business Tax Receipts	75,000	72,034	75,000	70,763	70,763
001-319-002-000-000	Radon Tax Rev.-Collectn Fee	0	0	200	0	0
TOTAL: TAXES		5,464,600	5,125,594	5,273,552	4,810,635	5,293,051

LICENSES & PERMITS						
001-322-000-000-000	Building Permits	260,000	226,617	347,000	219,598	347,656
001-323-100-000-000	Franchise Fees - Electric	1,030,000	796,781	706,000	464,273	706,171
001-323-700-000-000	Franchise Fees-Solid Waste-Flr	118,000	88,500	132,000	88,500	132,864
001-325-100-000-000	Tree Removal Permit Fees	500	0	26,500	0	0
001-325-400-000-000	Site Develmt Permit & Inspect Fees	5,000	2,694	5,000	28,035	31,133
TOTAL: LICENSES & PERMITS		1,413,500	1,114,592	1,216,500	800,406	1,217,824

INTERGOVERNMENTAL REVENUE						
001-331-200-000-000	C.O.P.S. Fast Grant	0	0	40,742	0	0
001-331-304-000-000	Bullet Proof Vest Grant	0	0	0	452	1,131
001-331-600-000-000	HIDTA Award	0	13,548	0	15,950	16,073
001-333-100-000-000	PILOT-Lake Wales Housing Authority	2,500	0	2,500	0	0
001-333-200-000-000	PILOT - Water's Edge	25,000	28,346	25,000	28,775	28,775
001-335-121-000-000	State Rev. Sharing - from S/Tx	314,800	232,940	305,000	215,494	315,069
001-335-140-000-000	Mobile Home Licenses	27,000	33,550	27,000	32,186	34,153
001-335-150-000-000	Alcoholic Beverage Licenses	10,600	10,635	10,600	9,097	10,995
001-335-180-000-000	Local Government 1/2 Sales Tax	809,500	619,603	787,000	589,952	847,479
001-335-230-000-000	Firemen'S Supplemental Comp	8,160	5,610	8,160	6,250	7,480
001-337-220-000-000	Polk Sch Board - Sro	116,352	87,264	116,352	126,048	116,352
001-337-225-000-000	LW Charter Schools-Sro	58,176	43,632	58,176	43,632	59,176
001-338-200-000-000	County Business License	7,500	4,050	5,000	4,035	7,721
TOTAL: INTERGOVERNMENTAL REV		1,379,588	1,079,177	1,385,530	1,071,870	1,444,403

CHARGES FOR SERVICES						
001-341-100-000-000	Recording, Copy & Certifying	500	205	500	745	804
001-341-101-000-000	Sale of Maps and Publications	500	521	500	521	621
001-341-102-000-000	Police Verification-Investigations	4,000	18,296	4,000	11,445	14,861
001-341-106-000-000	Administrative Charge - Street Lght	340	350	333	0	333
001-341-123-000-000	Election Qualifying Fees	100	125	100	25	25
001-341-403-000-000	Management Fees - Water/Sewer	437,998	328,498	387,943	290,957	395,624
001-341-510-000-000	Planning & Zoning Board Fees	12,000	18,706	12,000	15,870	22,662
001-341-520-000-000	Comprehensive Planning Fees	2,000	1,340	2,000	653	653
001-341-524-000-000	Reimbursement-Building Fees	1,500	3,873	1,500	3,468	5,024

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
GENERAL FUND - 001
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
001-341-540-000-000	Bldg Official Svcs. - Frostproof	10,000	8,524	8,000	9,058	11,843
001-341-900-000-000	Reimbursement-Grove House Taxes	8,500	7,569	8,500	7,685	7,685
001-341-901-000-000	Polk Cnty Impact Fee-Coll Chrg	2,000	2,870	500	2,122	4,617
001-341-902-000-000	Polk Pub Svc Tx - Coll Fee	600	487	600	474	685
001-341-905-000-000	BCA/DCA Coll Fee for Education	0	950	0	626	683
001-342-199-000-000	Miscellaneous Police Services	500	0	500	0	0
001-342-200-000-000	Fire Service - Highland Park	9,823	9,823	9,823	9,823	9,823
001-342-201-000-000	Fire Service - Polk County	260,247	259,580	260,247	260,759	257,577
001-343-400-000-000	Garbage Fees	1,040,000	813,595	1,018,561	773,868	1,018,787
001-343-802-000-000	Cemetery - Grave Locating Fees	10,000	9,835	10,000	8,853	11,948
001-343-803-000-000	Cemetery - Lot Marking	350	97	350	145	193
001-343-804-000-000	Cemetery - Burial Space Lot	35,000	14,124	35,000	21,963	29,513
001-343-805-000-000	Cemetery - Burial Sp Mausoleum	0	2,716	0	0	0
001-343-806-000-000	Cemetery - Vault/Casket Id	400	303	400	251	346
001-343-809-000-000	Cemetery - Misc Chgs For Svc	500	220	500	185	285
001-343-810-000-000	Cemetery Installment Adm Fee	600	0	600	97	137
001-343-811-000-000	Cemetery Trust Revenue	600	0	600	0	0
001-343-900-000-000	Tree Replacement Fees	2,000	0	35,000	0	0
001-347-290-000-000	Miscellaneous Recreation Fees	0	1,200	0	0	0
TOTAL: CHARGES FOR SERVICES		1,840,058	1,503,807	1,798,057	1,419,593	1,794,732
FINES & FORFEITURES						
001-351-100-000-000	Court Fines	20,000	19,441	20,000	14,242	18,508
001-351-300-000-000	Law Enforcement Education	1,500	2,215	1,500	1,763	2,146
001-351-650-000-000	Damage Restitution	100	0	100	0	0
001-351-900-000-000	Miscellaneous Fines	150	0	150	106	106
001-354-100-000-000	Parking Fines	500	575	500	1,019	1,169
001-354-200-000-000	Code Enforcement Fines	10,000	32,310	17,200	11,993	17,271
TOTAL: FINES & FORFEITURES		32,250	54,541	39,450	29,124	39,199
MISCELLANEOUS REVENUES						
	Interest Income	7,600	4,351	15,000	6,668	7,056
001-362-010-000-000	Orange Grove - Land Lease	30,000	22,500	40,000	30,000	37,500
001-362-701-000-000	Community Center - Austin Kitchen R	4,000	469	4,000	1,357	1,554
001-362-704-000-000	Ridge League Dinner-Receipts	8,000	6,316	2,000	0	0
001-362-706-000-000	JP Austin Center Rental	2,000	2,019	2,000	2,497	3,683
001-362-709-000-000	Tourist Club Rental	2,000	2,617	0	1,619	2,854
001-362-710-000-000	Field Rentals	0	67	0	65	65
001-362-790-000-000	User Fees - Other Rental	2,000	1,537	2,000	1,066	1,724
001-362-800-000-000	Rental-Mike LaRosa	3,600	2,700	0	2,700	3,600
001-364-002-000-000	Loss Recoveries - Insured	0	13,533	0	6,946	11,704
001-364-100-000-000	Sale of Surplus Equipment	0	2,117	0	3,428	4,128
001-364-175-000-000	Gain on Sale of Capital Asset	0	3,965	0	(813)	1,016
001-366-025-000-000	Donations Lincoln Park-Basketball	42,000	42,000	0	0	0
001-366-050-000-000	Donations-Veterans Memorial	0	0	0	35	35
001-366-060-000-000	Donations-Cemetary Brick	0	140	0	210	385
001-366-512-000-000	Donations-League of Cities Dinner	0	550	0	0	0
001-366-521-000-000	Donations-Police Dept.	0	16,000	0	2,096	2,096
001-366-522-000-000	Donations-Fire Dept	1,000	500	1,000	13,175	13,175
001-366-572-200-000	Donations - Special Events	0	581	0	0	0

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
GENERAL FUND - 001
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
001-366-702-000-000	Recycling Proceeds	0	462	0	849	849
001-366-900-000-000	Donations/Miscellaneous	1,000	994	43,000	350	350
001-369-000-000-000	Other Miscellaneous Revenues	5,000	140	5,000	40	52
001-369-006-000-000	Public Notice Reimbrsmts (Ads)	0	200	0	1,120	1,482
001-369-010-000-000	Vendor Fees	0	200	0	520	670
001-369-012-000-000	Reimbursement-Police Special Detail	200	0	200	0	0
001-369-013-000-000	Reimb.- North West Complex Staff	0	0	0	5	5
001-369-014-000-000	Reimb-Special Events In-Kind	5,233	7,403	5,233	4,492	4,492
001-369-015-000-000	Reimbursement-Staffing Comm Center	100	1,950	100	1,618	2,053
001-369-016-000-000	Reimbursement - Ball Field Lights	100	0	100	0	0
001-369-017-000-000	Reimb. - Ball Field Lining/Prep.	100	0	100	0	0
001-369-200-000-000	Workers' Compensation Reimb	0	0	0	14,089	14,089
001-369-900-000-000	Other Miscellaneous Revenue	0	483	0	86	5,663
001-369-999-000-000	Other	500	8,870	502	14,390	15,588
001-369-999-999-999	Suspense - Cash Receipts	0	1,427	0	0	0
	TOTAL: MISCELLANEOUS REVENUES	114,433	144,091	120,235	108,608	135,869
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
001-381-330-000-000	Transfer from Capital Projects	0	0	131,518	0	131,518
	TOTAL: INTERFUND TRANSFER	0	0	131,518	0	131,518
	CONTRIBUTIONS FROM ENTERPRISE					
001-382-403-000-000	Contribution from Water/Sewer	1,020,000	765,000	828,000	621,000	828,000
	TOTAL: CONT FROM ENTERPRISE OP	1,020,000	765,000	828,000	621,000	828,000
	OTHER SOURCES					
001-385-000-000-000	Lease/Loan Proceeds	167,000	330,107	237,600	237,341	86,457
001-385-100-000-000	Loan Proceeds - Series 2015	0	500,000	0	0	0
	TOTAL: OTHER FINANCING SOURCES	167,000	830,107	237,600	237,341	86,457
	TOTAL REVENUES/OTHER FIN SRCS	11,431,429	10,616,910	11,030,442	9,098,578	10,971,054

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	CITY COMMISSION	83,590	78,110	78,191	57,573	75,381
	CITY MANAGER	217,869	190,902	253,125	170,665	251,098
	CITY CLERK	103,555	76,966	106,910	75,341	105,134
	FINANCE	279,051	228,438	253,823	194,932	252,348
	PERSONNEL	138,468	112,285	142,670	109,336	141,039
	CITY ATTORNEY	65,387	39,349	66,872	49,910	66,377
	PLANNING & ZONING	233,474	187,774	232,966	176,984	232,447
	FLEET MAINTENANCE	0	0	18,806	0	0
	FACILITIES MAINTENANCE	86,800	15,424	50,404	41,218	46,221
	INFORMATION SERVICES	184,638	120,435	152,350	110,198	118,743
	INSURANCE/RISK MANAGEMENT	0	0	0	0	0
	SUPPORT SERVICES	80,050	69,853	114,205	84,387	108,660
	MUNICIPAL ADM BLDG	64,872	59,011	75,913	46,559	75,128
	NON-DEPARTMENTAL	158,200	15,038	31,200	850,325	28,663
	POLICE DEPARTMENT	4,464,744	3,517,248	4,500,184	3,457,532	4,322,757
	FIRE CONTROL	2,443,806	1,867,904	2,675,954	2,062,689	2,665,871
	BUILDING PERMITS & INSPEC	215,151	169,708	214,880	165,264	214,056
	CODE ENFORCEMENT	58,739	34,036	51,453	31,863	48,558
	WASTE DISPOSAL	868,796	672,944	857,017	628,663	855,116
	LAKES CONSERVATION	2,000	500	2,000	100	311
	CEMETERY OP	158,241	123,835	165,351	123,486	163,497
	FIELD OPERATIONS	0	0	0	0	0
	PUBLIC SVC ADMIN	0	0	0	0	0
	OTHER TRANSPORTATION	5,433	5,433	5,433	0	5,433
	ECONOMIC DEVELOPEMENT	125,700	93,960	109,500	80,027	105,176
	OTHER HUMAN SERVICES	1,000	0	1,000	1,000	1,000
	LIBRARY	0	0	0	0	0
	PARKS DIVISION	528,961	428,215	907,726	592,094	904,917
	RECREATION FACILITIES	525,720	389,458	514,428	389,635	513,525
	SPECIAL EVENTS	41,103	31,921	37,636	27,795	37,622
	DEPOT	21,113	10,863	28,741	12,728	21,157
	INTERFUND TRANSFERS	172,788	326,225	57,907	39,907	380,644
	TOTAL EXPENDITURES	11,329,249	8,865,834	11,706,645	9,580,211	11,740,877
	REVENUE EXCESS OVER(UNDER) EXP	102,180	1,751,076	(676,203)	(481,634)	(769,823)

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
TRANSPORTATION FUND - 102
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	TRANSPORTATION FUND - 102			
	Cash - Unrestricted	102,472	0	102,472
102-104-801-003-004	Restricted Cash-Def Rev-Sidewalks	0	4,139	(4,139)
	CASH	102,472	4,139	98,333
	ACCOUNTS RECEIVABLE	128,994	103,039	25,955
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	231,466	107,178	124,288
	ACCOUNTS PAYABLE	0	0	0
	DUE TO OTHER FUNDS	0	11,102	(11,102)
	DEFERRED REVENUE	0	44,639	(44,639)
	TOTAL LIABILITIES	0	55,742	(55,742)
	EXCESS REV OVER/UNDER EXP	32,900	(47,472)	80,372
102-271-001-000-000	Fund Balance	198,565	98,908	99,657
	TOTAL FUND BALANCE	231,466	51,437	180,029
	TOTAL LIAB. AND FUND BALANCE	231,466	107,178	124,288

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
TRANSPORTATION FUND - 102
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011

REVENUES						
TAXES						
102-312-300-000-000	Polk Ninth Cent Voted Gas Tax	57,000	54,211	62,700	45,105	68,612
102-312-400-000-000	Local Option Gas Tax	384,600	302,611	357,000	281,999	415,073
102-312-405-000-000	New Local Option Gas Tax - 5C	237,650	191,831	225,950	179,820	259,935

	TOTAL: TAXES	679,250	548,653	645,650	506,924	743,619
INTERGOVERNMENTAL REVENUE						
102-335-120-000-000	8Th Cent Motor Fuel (26.62%)	123,300	77,109	103,000	74,812	108,020
102-335-490-000-000	Motor Fuel Tax Rebate	12,500	6,829	14,000	10,297	14,219

	TOTAL: INTERGOVERNMENTAL REV	135,800	83,938	117,000	85,109	122,239
CHARGES FOR SERVICES						
102-344-901-000-000	F.D.O.T. Right of Way Contract	23,606	23,606	23,606	11,803	23,606
102-344-902-000-000	FDOT Signal Maint Contract	17,903	0	15,949	0	15,949
102-344-903-000-000	FDOT Light Maint Contract	72,833	0	69,613	0	69,613

	TOTAL: CHARGES FOR SERVICES	114,342	23,606	109,168	11,803	109,168
MISCELLANEOUS REVENUES						
	Interest Income	300	0	0	0	0
102-369-000-000-000	Other Miscellaneous Revenues	500	0	500	0	4,139

	TOTAL: MISCELLANEOUS REVENUES	800	0	500	0	4,139
OTHER FINANCING SOURCES						
INTER FUND TRANSFER						

	TOTAL: INTERFUND TRANSFER	0	0	0	0	0

	TOTAL: OTHER FINANCING SOURCES	0	0	0	0	0

	TOTAL REVENUES/OTHER FIN SRCS	930,192	656,197	872,318	603,836	979,165
=====						
	STREET OPERATION	750,218	523,182	718,085	524,634	716,848
	STORMWATER DIVISION	24,600	14,442	23,178	18,897	19,909
	STREET ADMIN.	85,673	85,673	141,329	105,997	141,329

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
TRANSPORTATION FUND - 102
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	DISASTER RECOVERY	0	0	0	0	0
	TRANSPORTATION PROJECTS	75,000	0	1,422	1,780	1,422
	TOTAL EXPENDITURES	935,491	623,297	884,014	651,308	879,508
	REVENUE EXCESS OVER(UNDER) EXP	(5,299)	32,900	(11,696)	(47,472)	99,657

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
STREET LIGHTING FUND - 103
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	STREET LIGHTING FUND - 103			
	CASH	19,213	18,156	1,058
	TOTAL ASSETS	19,213	18,156	1,058
		=====	=====	=====
	ACCOUNTS PAYABLE	0	0	0
	TOTAL LIABILITIES	0	0	0
	EXCESS REV OVER/UNDER EXP	4,633	11,316	(6,682)
103-271-001-000-000	Fund Balance	14,580	6,840	7,740
	TOTAL FUND BALANCE	19,213	18,156	1,058
	TOTAL LIAB. AND FUND BALANCE	19,213	18,156	1,058
		=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
STREET LIGHTING FUND - 103
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011

	REVENUES					
	SPECIAL ASSESSMENT					
103-325-200-000-000	Brookshire Street Lighting	14,500	14,830	21,177	21,030	21,218
		-----	-----	-----	-----	-----
	TOTAL REVENUES/OTHER FIN SRCS	14,500	14,830	21,177	21,030	21,218
		=====	=====	=====	=====	=====
	EXPENSES					
	STREET LIGHTING	14,602	10,197	14,585	9,714	13,478
		-----	-----	-----	-----	-----
	TOTAL EXPENDITURES	14,602	10,197	14,585	9,714	13,478
		-----	-----	-----	-----	-----
	REVENUE EXCESS OVER(UNDER) EXP	(102)	4,633	6,592	11,316	7,740
		=====	=====	=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
CRA FUND -105
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	CRA FUND - 105			
	Cash - Unrestricted	212,214	203,449	8,765
105-102-010-000-000	Restricted - Escrow Business Park	100,000	100,000	0
	CASH	312,214	303,449	8,765
	ACCOUNTS RECEIVABLE	4,972	4,445	527
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	317,186	307,893	9,293
	ACCOUNTS PAYABLE	0	0	0
	DEPOSIT & TRUST ACCOUNTS	100,000	100,000	0
	ACCRUED PAYROLL & WITHHOLDING	0	0	0
	DUE TO OTHER FUNDS	0	0	0
	TOTAL LIABILITIES	100,000	100,000	0
	EXCESS REV OVER/UNDER EXP	47,845	(145,973)	193,819
105-271-001-000-000	Fund Balance	169,341	353,867	(184,526)
	TOTAL FUND BALANCE	217,186	207,893	9,293
	TOTAL LIAB. AND FUND BALANCE	317,186	307,893	9,293

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
CRA FUND - 105
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011

REVENUES						
TAXES						
105-311-200-000-000	City Tax Increment Area 1	70,792	70,792	77,131	77,037	77,037
105-311-400-000-000	City Tax Increment Area 3	19,908	19,908	22,115	22,162	22,162
105-311-600-000-000	City Tax Increment Area 2	458,846	458,846	454,043	450,163	450,163

	TOTAL: TAXES	549,546	549,546	553,289	549,362	549,362
INTERGOVERNMENTAL REVENUE						
105-337-220-000-000	LWHA Officer Contribution	29,131	21,420	28,560	21,176	28,316
105-338-300-000-000	County Tax Increment Area 1	55,362	55,096	61,141	61,604	61,604
105-338-500-000-000	County Tax Increment Area 3	13,641	13,838	17,531	17,744	17,723
105-338-700-000-000	County Tax InCrement CRA Exp	380,300	379,504	359,916	359,807	359,216

	TOTAL: INTERGOVERNMENTAL REV	478,434	469,858	467,148	460,332	466,859
MISCELLANEOUS REVENUES						
	Interest Income	1,000	0	1,200	0	1,200
105-364-200-000-000	Sale of Land	0	24,322	0	0	0

	TOTAL: MISCELLANEOUS REVENUES	1,000	24,322	1,200	0	1,200
OTHER FINANCING SOURCES						
INTER FUND TRANSFER						

	TOTAL: INTERFUND TRANSFER	0	0	0	0	0
OTHER SOURCES						

	TOTAL: OTHER FINANCING SOURCES	0	0	0	0	0

	TOTAL REVENUES/OTHER FIN SRCS	1,028,980	1,043,726	1,021,637	1,009,695	1,017,421
=====						
EXPENDITURES						
	CRA - ECONOMIC DEVELOPMENT	57,480	51,412	86,326	66,702	85,682
	CRA - COMMUNITY REDEVELOPMENT	111,562	84,531	140,271	112,759	140,151
	CRA - COMMUNITY POLICING	0	0	0	0	0
	CRA - CODE ENFORCEMENT	0	0	0	93	0
	CAPITAL OUTLAY	0	0	10,325	10,325	10,325
	TRANSFERS	859,938	859,938	965,789	965,789	965,789

	TOTAL EXPENDITURES	1,028,980	995,880	1,202,711	1,155,668	1,201,947

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
CRA FUND - 105
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUE EXCESS OVER(UNDER) EXP	0	47,845	(181,074)	(145,973)	(184,526)

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
POLICE FORFEITURES FUND - 106
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)

	POLICE FORFEITURE FUND - 106			
		-----	-----	-----
	CASH	31,091	43,885	(12,794)
	ACCOUNTS RECEIVABLE	0	0	0
	DUE FROM OTHER FUNDS	0	0	0
		-----	-----	-----
	TOTAL ASSETS	31,091	43,885	(12,794)
		=====	=====	=====
	ACCOUNTS PAYABLE	0	0	0
	ACCRUED PAYROLL & WITHHOLDING	0	0	0
	DUE TO OTHER FUNDS	123	0	123
		-----	-----	-----
	TOTAL LIABILITIES	123	0	123
		-----	-----	-----
	EXCESS REV OVER/UNDER EXP	(4,167)	(5,044)	876
106-271-001-000-000	Fund Balance	35,135	48,928	(13,793)
		-----	-----	-----
	TOTAL FUND BALANCE	30,968	43,885	(12,917)
		-----	-----	-----
	TOTAL LIAB. AND FUND BALANCE	31,091	43,885	(12,794)
		=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
POLICE FORFEITURE FUND - 106
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011

	REVENUES					
	FINES & FORFEITS					
106-351-900-000-000	Forfeitures - Police Dept	20,000	18,732	20,000	14,780	19,393
		-----	-----	-----	-----	-----
	TOTAL: FINES & FORFEITURES	20,000	18,732	20,000	14,780	19,393
	MISCELLANEOUS REVENUES					
	Interest Income	0	71	50	93	120
		-----	-----	-----	-----	-----
	TOTAL: MISCELLANEOUS REVENUES	0	71	50	93	120
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
		-----	-----	-----	-----	-----
	TOTAL: INTERFUND TRANSFER	0	0	0	0	0
	OTHER SOURCES					
		-----	-----	-----	-----	-----
	TOTAL: OTHER FINANCING SOURCES	0	0	0	0	0
		-----	-----	-----	-----	-----
	TOTAL REVENUES/OTHER FIN SRCS	20,000	18,803	20,050	14,872	19,513
		=====	=====	=====	=====	=====
	EXPENDITURES					
	OPERATING	15,000	22,970	36,000	19,916	33,306
	CAPITAL OUTLAY	0	0	0	0	0
	TRANSFERS	0	0	0	0	0
		-----	-----	-----	-----	-----
	TOTAL EXPENDITURES	15,000	22,970	36,000	19,916	33,306
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	REVENUE EXCESS OVER(UNDER) EXP	5,000	(4,167)	(15,950)	(5,044)	(13,793)
		=====	=====	=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
LIBRARY FUND - 110
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)

	LIBRARY FUND - 110			
	Cash - Unrestricted	184,810	147,411	37,399
110-102-001-000-000	Petty Cash - Books By Mail	50	50	0
110-102-002-000-000	PETTY CASH - BOOK MOBILE	100	0	100
110-101-062-000-000	Library Impact Fees 3771	160,153	32,580	127,573
110-101-075-000-000	Cert of Deposit -Library Impact Fee	0	151,200	(151,200)
		-----	-----	-----
	CASH	345,113	331,241	13,872
	ACCOUNTS RECEIVABLE	0	0	0
	DUE FROM OTHER FUNDS	0	0	0
	PREPAID	4,420	4,632	(213)
		-----	-----	-----
	TOTAL ASSETS	349,532	335,873	13,659
		=====	=====	=====
	ACCOUNTS PAYABLE	0	0	0
	ACCRUED PAYROLL & WITHHOLDING	24,092	3,522	20,570
		-----	-----	-----
	TOTAL LIABILITIES	24,092	3,522	20,570
	EXCESS REV OVER/UNDER EXP	201,894	119,588	82,306
110-271-001-000-000	Fund Balance	123,547	212,764	(89,216)
		-----	-----	-----
	TOTAL FUND BALANCE	325,441	332,351	(6,911)
		-----	-----	-----
	TOTAL LIAB. AND FUND BALANCE	349,532	335,873	13,659
		=====	=====	=====

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
REVENUES						
TAXES						
110-311-100-000-000	Ad Valorem Taxes	377,500	375,236	373,940	370,925	374,061
TOTAL: TAXES		377,500	375,236	373,940	370,925	374,061
INTERGOVERNMENTAL REVENUE						
110-338-001-000-000	Polk County - Intergov. Rev.	205,000	225,869	207,018	207,018	207,018
110-338-005-000-000	Polk County Books By Mail	225,000	225,000	225,000	225,000	225,000
110-338-006-000-000	Polk County Bookmobile Rev.	0	75,000	0	0	0
TOTAL: INTERGOVERNMENTAL REV		430,000	525,869	432,018	432,018	432,018
CHARGES FOR SERVICES						
110-341-000-000-000	Reimbursement of Expense	0	35	0	22	33
110-347-250-000-000	Special Interest Classes	8,000	5,607	7,200	5,198	7,196
TOTAL: CHARGES FOR SERVICES		8,000	5,642	7,200	5,220	7,229
IMPACT FEES						
110-363-221-000-000	Impact Fees - Library	25,000	21,309	27,400	14,443	27,432
TOTAL IMPACT FEES		(25,000)	(21,309)	(27,400)	(14,443)	(27,432)
MISCELLANEOUS REVENUES						
	Interest Income	4,500	259	1,320	435	1,116
110-362-790-000-000	User Fees -Library	100	0	0	0	0
110-366-001-000-000	Contribution - LW Library Assn	9,500	8,932	7,900	5,983	7,896
110-366-025-000-000	Donations-Books By Mail	25	231	185	32	182
110-369-000-000-000	Other Miscellaneous Revenues	0	711	0	0	0
110-369-999-000-000	Other	0	0	3,000	3,000	3,000
TOTAL: MISCELLANEOUS REVENUES		14,125	10,133	12,405	9,450	12,195
OTHER FINANCING SOURCES						
INTER FUND TRANSFER						
TOTAL: INTERFUND TRANSFER		0	0	0	0	0
TOTAL REVENUES/OTHER FIN SRCS		854,625	938,189	852,963	832,055	852,935

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
LIBRARY FUND - 110
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	LIBRARY FUND	843,696	689,337	880,667	662,929	878,352
	CAPITAL OUTLAY	66,535	46,959	71,119	49,538	63,799
	TOTAL EXPENDITURES	910,231	736,296	951,786	712,467	942,151
	REVENUE EXCESS OVER(UNDER) EXP	(55,606)	201,894	(98,823)	119,588	(89,216)

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
LAW ENF BLOCK GRT FUND - 116
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)

	LAW ENFORCEMENT BLOCK GRANT			
	CASH	0	0	0
	ACCOUNTS RECEIVABLE	7,552	0	7,552
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	7,552	0	7,552
		=====	=====	=====
	ACCOUNTS PAYABLE	0	0	0
	ACCRUED PAYROLL & WITHHOLDING	0	0	0
	DUE TO OTHER FUNDS	7,552	16,697	(9,145)
	TOTAL LIABILITIES	7,552	16,697	(9,145)
	EXCESS REV OVER/UNDER EXP	0	(16,697)	16,697
	TOTAL FUND BALANCE	0	(16,697)	16,697
	TOTAL LIAB. AND FUND BALANCE	7,552	0	7,552
		=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
LAW ENF BLOCK GRT FUND - 116
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011

	REVENUES					
	INTERGOVERNMENTAL					
116-331-200-000-000	FDOT Grant Revenue	0	0	15,996	0	15,996
116-331-300-000-000	Byrne Grant - JAG D (Direct)	4,000	4,346	4,000	3,048	3,048
116-331-305-000-000	Byrne Grant - JAG - C (Countywide)	10,000	9,925	10,535	0	10,535
		-----	-----	-----	-----	-----
	TOTAL: INTERGOVERNMENTAL	14,000	14,271	30,531	3,048	29,579
	MISCELLANEOUS REVENUES					
	Interest Income	0	0	0	0	0
		-----	-----	-----	-----	-----
	TOTAL: MISCELLANEOUS REVENUES	0	0	0	0	0
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
116-381-106-000-000	Transfer from Police Forfeiture	0	0	6,665	0	6,665
		-----	-----	-----	-----	-----
	TOTAL: INTERFUND TRANSFER	0	0	6,665	0	6,665
	OTHER SOURCES					
		-----	-----	-----	-----	-----
	TOTAL: OTHER FINANCING SOURCES	0	0	0	0	0
		-----	-----	-----	-----	-----
	TOTAL REVENUES/OTHER FIN SRCS	14,000	14,271	37,196	3,048	36,244
		=====	=====	=====	=====	=====
	EXPENDITURES					
116-521-000-352-050	Operating Supplies - Equipment	0	0	0	3,060	19,056
116-521-000-449-300	Other Oblig. - Budget Amend.	0	0	15,996	0	0
116-521-000-664-911	Voice Vehicle	0	0	17,200	16,685	17,188
116-521-000-664-912	Video/Cameras	0	0	4,000	0	0
116-521-000-664-990	Other Equipment	14,000	14,271	0	0	0
		-----	-----	-----	-----	-----
	TOTAL EXPENDITURES	14,000	14,271	37,196	19,745	36,244
		-----	-----	-----	-----	-----
	REVENUE EXCESS OVER(UNDER) EXP	0	0	0	(16,697)	0
		=====	=====	=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
DEBT SERVICE FUND - 201
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	DEBT SERVICE FUND - 201			
	CASH	971,602	1,669,246	(697,644)
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	971,602	1,669,246	(697,644)
		=====	=====	=====
	DUE TO OTHER FUNDS	0	0	0
	TOTAL LIABILITIES	0	0	0
	EXCESS REV OVER/UNDER EXP	(976,822)	(263,312)	(713,510)
201-271-001-000-000	Fund Balance	1,948,424	1,932,558	15,866
	TOTAL FUND BALANCE	971,602	1,669,246	(697,644)
		=====	=====	=====
	TOTAL LIAB. AND FUND BALANCE	971,602	1,669,246	(697,644)
		=====	=====	=====

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	TAXES					
201-314-100-000-000	Utility Taxes--Electricity	263,000	197,250	654,932	491,199	654,932
201-315-000-000-000	Communication Svc Tax(Series 2013)	150,000	50,000	40,000	16,550	26,384
	TOTAL: TAXES	413,000	247,250	694,932	507,749	681,316
	LICENSES & PERMITS					
201-313-100-000-000	Franchise Fees - Electricity	0	0	382,938	287,204	382,938
	TOTAL: LICENSES & PERMITS	0	0	382,938	287,204	382,938
	IMPACT FEES					
201-363-222-000-000	Impact Fees - Fire South	5,900	11,035	5,900	10,309	16,487
	TOTAL: IMPACT FEES	5,900	11,035	5,900	10,309	16,487
	MISCELLANEOUS REVENUES					
	Interest Income	0	32	0	5	10
	TOTAL: MISCELLANEOUS REVENUES	0	32	0	5	10
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
201-381-102-000-000	Transfer from Transportation	85,673	85,673	141,329	105,997	141,329
201-381-105-000-000	Transfer from CRA Fund	859,938	859,938	965,789	965,789	965,789
	TOTAL: INTERFUND TRANSFER	945,611	945,611	1,107,118	1,071,786	1,107,118
	TOTAL REVENUES/OTHER FIN SRCS	1,364,511	1,203,928	2,190,888	1,877,053	2,187,869
	DEBT SERVICE - PRINCIPAL	1,903,743	1,799,647	1,711,539	1,711,539	1,741,417
	DEBT SERVICE - INTEREST & FEES	384,538	381,103	430,502	428,826	430,585
	TOTAL EXPENDITURES	2,288,281	2,180,750	2,142,041	2,140,365	2,172,003
	REVENUE EXCESS OVER(UNDER) EXP	(923,770)	(976,822)	48,847	(263,312)	15,866

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
CAPITAL PROJECT FUND - 330
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)

	CAPITAL PROJECT FUND - 330			
	Cash - Unrestricted	0	7,365	(7,365)
330-101-062-000-000	Fire North Rescue Impact Fee 3755	16,554	610	15,944
330-101-063-000-000	Police Services Impact Fee 1438	203,533	166,660	36,873
330-101-064-000-000	Parks & Recreation Impact Fee 1420	276,542	84,384	192,157
330-101-075-000-000	Cert of Deposit-Park/Rec Impact Fee	0	245,560	(245,560)
330-101-200-000-000	Series 2013- Cemetery	2,570	456,978	(454,407)
		-----	-----	-----
	CASH	499,200	961,557	(462,357)
	ACCOUNTS RECEIVABLE	0	8,484	(8,484)
	DUE FROM OTHER FUNDS	0	0	0
		-----	-----	-----
	TOTAL ASSETS	499,200	970,041	(470,841)
		=====	=====	=====
	ACCOUNTS PAYABLE	53,158	15,182	37,976
	DEFERRED REVENUE	5,075	0	5,075
	DUE TO OTHER FUNDS	182,628	113,409	69,220
		-----	-----	-----
	TOTAL LIABILITIES	240,862	128,591	112,271
	EXCESS REV OVER/UNDER EXP	(438,138)	(1,035,123)	596,985
330-271-001-000-000	Fund Balance	696,476	1,876,572	(1,180,097)
		-----	-----	-----
	TOTAL FUND BALANCE	258,338	841,450	(583,112)
		-----	-----	-----
	TOTAL LIAB. AND FUND BALANCE	499,200	970,041	(470,841)
		=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
CAPITAL PROJECT FUND - 330
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011

REVENUES						
INTERGOVERNMENTAL REVENUE						
330-334-721-000-000	RTP Grant-Lake Wales Trail	0	99,305	160,000	0	52,211
330-334-727-000-000	FRDAP Grant - Skate Park	50,000	0	0	0	0
330-334-729-000-000	Grant-Premier Streets LW Project	0	0	25,000	15,000	19,925
TOTAL: INTERGOVERNMENTAL REV		50,000	99,305	185,000	15,000	72,136

IMPACT FEES						
330-363-220-000-000	Impact Fees- Police	10,000	22,568	31,000	17,138	31,027
330-363-222-000-000	Impact Fees - Fire North	8,400	14,588	25,900	15,555	25,888
330-363-270-000-000	Impact Fees- Culture/Rec	6,000	37,896	59,500	31,331	59,510
TOTAL IMPACT FEES		(24,400)	(75,052)	(116,400)	(64,024)	(116,425)

MISCELLANEOUS REVENUES						
Interest Income		2,500	1,383	3,838	2,932	3,499
TOTAL: MISCELLANEOUS REVENUES		2,500	1,383	3,838	2,932	3,499

OTHER FINANCING SOURCES						
INTER FUND TRANSFER						
330-381-001-000-000	Transfer from General Fund	0	131,371	0	0	15,737
TOTAL: INTERFUND TRANSFER		0	131,371	0	0	15,737

TOTAL REVENUES/OTHER FIN SRCS		76,900	307,112	305,238	81,956	207,798
=====						
EXPENDITURES						
330-522-622-001-000	Fire Sub-Station - North Side	0	0	1,200,000	969,819	955,087
330-522-622-001-010	C/O Fire SubStation - Non Constr.	0	0	72,000	71,671	71,806
330-522-622-003-000	Cemetery - New Addition	600,000	560,800	500,000	43,022	116,580
330-572-000-663-003	Skate Park - Equipment	70,000	0	0	0	0
330-572-000-663-020	Lake Wales Trails Extension	0	184,435	107,650	10,482	70,428
330-572-200-349-900	Other Misc Charges	0	15	1,900	0	1,873
330-572-663-011-000	Crystal Lake Park-Picnic Tables	0	0	0	1,769	0
330-572-663-012-000	Lake Wailes Park-Parking Improve	0	0	25,000	2,238	2,238
330-572-663-013-000	Mstr Plan-LW Pk Horseshoe/Fish Pier	0	0	25,000	0	0
330-572-663-100-000	C/O - Fence for Stuart Park	0	0	18,500	635	18,440
330-573-100-663-200	C/O - Premier Streets	0	0	19,950	17,442	19,925
330-581-000-991-001	Transfer to General Fund	0	0	131,518	0	131,518
TOTAL EXPENDITURES		670,000	745,250	2,101,518	1,117,079	1,387,894

REVENUE EXCESS OVER(UNDER) EXP		(593,100)	(438,138)	(1,796,280)	(1,035,123)	(1,180,097)

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
CAPITAL PROJECT FUND - 330
06/30/2015

		CURRENT FY	YEAR TO DATE	PRIOR FY	PRIOR FY	PRIOR - FY
ACCOUNT NO.	DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	09/30/2011
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CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
UTILITY SYSTEM FUND - 403
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	UTILITY SYSTEM - FUND 403			
	CASH & INV. - UNRESTRICTED	1,434	(114,532)	115,966
	CASH & INV. - SEWER IMPACT FEE	1,283,285	1,277,654	5,631
	CASH & INV. - WATER IMPACT FEE	186,882	506,667	(319,785)
	CASH & INV. - DEBT SERVICE SIN	1,066,275	1,300,876	(234,602)
403-103-100-000-000	Loan Proceeds Series 2015	1,500,000	0	1,500,000
403-103-010-000-000	Utilities Emergency Sinking Fund 80	142,622	142,265	357
403-104-801-001-160	Uilty Cash-Customer Deposits	744,284	701,751	42,533
403-104-801-001-161	Funding for CRA Bond Projects	0	571,784	(571,784)
403-104-801-001-165	C Street Sewer Project - Escrow	2,846	60,389	(57,543)
	CASH & INV. - RESERVE ACCOUNTS	2,389,752	1,476,190	913,562
	TOTAL CASH & INVESTMENTS	4,927,629	4,446,856	480,773
	ACCOUNTS RECEIVABLE	935,643	974,170	(38,527)
	DUE FROM OTHER FUNDS	0	0	0
	INVENTORY	183,838	149,436	34,402
	PREPAID	6,572	2,621	3,950
	NET FIXED ASSETS	35,176,515	33,654,763	1,521,752
	UNAMORTIZED BOND ISSUE COSTS	(5,867)	31,318	(37,185)
	TOTAL ASSETS	41,224,329	39,259,164	1,965,166
	ACCOUNTS PAYABLE	12,700	51,527	(38,827)
	ACCRUED LIABILITIES	1,150,514	120,867	1,029,647
	ACCRUED INTEREST	66,962	138,090	(71,129)
	CUSTOMER DEPOSITS	745,395	702,642	42,754
	ACCRUED PAYROLL & WITHHOLDING	107,724	92,025	15,699
	DEFERRED REVENUE	236,287	245,451	(9,164)
	DEBT	9,747,745	11,034,190	(1,286,445)
	TOTAL LIABILITIES	12,067,326	12,384,792	(317,466)
403-272-000-000-000	EXCESS REV OVER/UNDER EXP	1,960,981	693,848	1,267,133
	Retained Earnings	27,196,022	26,180,524	1,015,498
	TOTAL FUND BALANCE	29,157,003	26,874,372	2,282,631

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
UTILITY SYSTEM FUND - 403
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)

	TOTAL LIAB. AND FUND BALANCE	41,224,329	39,259,164	1,965,166
		=====	=====	=====

CITY OF LAKE WALES
PRELIMINARY SCH. OF REV & EXP
UTILITY SYSTEM FUND - 403
06/30/2015

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	CHARGES FOR SERVICES	6,790,000	5,254,881	6,755,500	5,040,558	6,649,031
	INTEREST INCOME	6,480	3,925	6,500	5,587	7,496
	GRANTS	750,000	0	715,000	206,827	635,889
	DEBT PROCEEDS	525,000	1,500,000	0	0	0
	OTHER REVENUE & SOURCES:					
403-362-200-000-000	Lease - Telecommunication Site	185,000	151,705	200,000	145,129	183,572
403-363-230-000-000	Water Impact Fees	75,000	93,575	50,000	74,316	130,823
403-363-235-000-000	Sewer Impact Fees	100,000	124,602	75,000	121,852	214,505
403-364-100-000-000	Sale of Surplus Equipment	0	203	0	2,210	5,593
403-369-902-000-000	Bad Debt Recovery - Water	1,000	12	3,000	3	3
403-381-001-000-000	Transfer from Gen Fund	0	0	0	0	325,000
	TOTAL: OTHER REV. & SOURCES	361,000	370,096	328,000	343,510	859,495
	TOTAL REVENUES/OTHER FIN SRCS	8,432,480	7,128,901	7,805,000	5,596,481	8,151,911
		=====	=====	=====	=====	=====
	WATER PLANT OPERATION	868,149	516,326	796,430	626,123	793,334
	SEWER PLANT OPERATION	924,845	511,076	793,850	531,382	786,735
	REUSE WATER OPERATION	85,373	32,365	75,122	43,147	50,263
	UTILITY ADMINISTRATION	952,768	674,289	950,878	626,711	907,852
	UTILITY OPERATION PERSONNEL	1,195,149	915,543	1,252,420	893,016	1,211,453
	UTILITY BILLING	202,304	145,558	211,151	144,876	201,177
	UTILITY DEPRECIATION	70,000	38,537	1,151,383	38,537	1,226,366
	WATER CAPITAL	1,040,000	810,222	2,070,000	72,392	0
	SEWER CAPITAL	2,910,000	558,485	3,215,000	985,747	0
	CDBG CAPITAL OUTLAY	0	21,178	715,000	33,665	0
	REUSE CAPITAL	50,000	0	100,000	0	0
	INTERFUND TRANSFERS	1,020,000	765,000	828,000	621,000	828,000
	OTHER NONOPERATION	0	116	829,000	21	828,124
	DEBT SERVICE	1,669,544	179,225	1,831,631	286,016	265,924
	TOTAL EXPENDITURES	10,988,132	5,167,920	14,819,865	4,902,633	7,099,228
	REVENUE EXCESS OVER(UNDER) EXP	(2,555,652)	1,960,981	(7,014,865)	693,848	1,052,683
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CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
AIRPORT AUTHORITY FUND - 404
06/30/2015

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	AIRPORT AUTHORITY - FUND 404			
	CASH	0	0	0
	ACCOUNTS RECEIVABLE	280	8,592	(8,312)
	DUE FROM OTHER FUNDS	0	0	0
	PREPAID	0	0	0
	NET FIXED ASSETS	7,781,986	7,978,158	(196,172)
	TOTAL ASSETS	7,782,266	7,986,750	(204,484)
		=====	=====	=====
	ACCOUNTS PAYABLE	209,275	0	209,275
	DUE TO OTHER FUNDS	28,323	91,235	(62,912)
	DEFERRED REVENUE	573	762	(188)
	PRIOR PERIOD ADJUSTMENT	0	0	0
	DEBT	135,795	88,754	47,042
	TOTAL LIABILITIES	373,967	180,750	193,217
404-272-000-000-000	EXCESS REV OVER/UNDER EXP	(151,087)	15,232	(166,319)
	Retained Earnings	7,559,387	7,790,768	(231,381)
	TOTAL FUND BALANCE	7,408,299	7,806,000	(397,701)
	TOTAL LIAB. AND FUND BALANCE	7,782,266	7,986,750	(204,484)
		=====	=====	=====

MEMORANDUM

July 28, 2015

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Teresa Allen, Assistant Public/Support Services Director

SUBJECT: Ordinance 2015-05, 2nd Reading & Public Hearing

SYNOPSIS: The City Commission will consider approving Ordinance 2015-05 amending Lake Wales Code of Ordinances Chapter 2, Article VI. Cemetery Administration.

RECOMMENDATION

Staff recommends that the City Commission approve the following action:

1. Adopt Ordinance 2015-05 after second reading and public hearing. The advertisement requirement for a public hearing was met on July 25, 2015.

BACKGROUND

In August 2014 the City Commission awarded L. Cobb Construction, Inc. the contract for the construction of a new Lake Wales Cemetery, Lake Wales Memorial Gardens. The grave sites in this cemetery will be flat headstone markers only and at some point in the future will be self sustaining, therefore an amendment to the pre-existing rules and regulations of the cemetery code of ordinances is required.

Ordinance 2015-05 amends Chapter 2 of the pre-existing Code of Ordinances pertaining to cemetery administration governing the rules and regulations of the municipal cemeteries. The amendment will incorporate all of the pre-existing rules and regulations of the cemeteries and make the necessary changes to incorporate the requirements of Lake Wales Memorial Gardens.

FISCAL IMPACT

This Ordinance would cause cemetery fees to be set by resolution. A resolution will be presented during the second reading of this Ordinance.

OTHER OPTIONS

Do not approve Ordinance 2015-05

ATTACHMENT

Ordinance 2015-05

ORDINANCE 2015-05

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING LAKE WALES CODE OF ORDINANCES CHAPTER 2, ARTICLE VI. CEMETERY ADMINISTRATION, AMENDING THE DEFINITION OF CEMETERY; ESTABLISHING RESPONSIBILITY FOR PERPETUAL CARE; ESTABLISHING TIMES OF AVAILABILITY OF THE CEMETERY MANAGER; ELIMINATING THE CEMETERY TRUST FUND; PROVIDING FOR ADOPTION OF CEMETERY FEES BY RESOLUTION OF THE CITY COMMISSION; ESTABLISHING THE TYPES OF MARKERS OR DECORATIONS ALLOWED OR DISALLOWED WITHIN THE CITY'S VARIOUS CEMETERIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED by the City Commission of the City of Lake Wales, Polk County, Florida:

SECTION 1. Chapter 2, ARTICLE VI. - CEMETERY ADMINISTRATION, Lake Wales Code of Ordinances is amended as shown in the highlighted areas below (~~strike throughs~~ are deletions; underlines are additions):

DIVISION 1. - GENERAL MATTERS

Sec. 2-601. - Short title.

This article, originally adopted by Ordinance No. 96-23 on November 19, 1996 and incorporating all of the preexisting rules and regulations governing the operation of the municipal cemeteries, shall be known and may be cited as the "City of Lake Wales Cemetery Code" or the "Cemetery Rules and Regulations."

Sec. 2-602. - Legislative intent.

(a) It is the intent of this article to establish uniform rules and regulations for the purchase, sale, use and maintenance of cemetery spaces in cemeteries owned by the City of Lake Wales and to prescribe procedures for the administration of these cemeteries.

(b) It is the intent of the city commission that the rules and regulations established by this article shall apply to every burial space in the municipal cemeteries whether said space is a grave, vault, crypt or niche unless specifically exempted herein.

(c) It is the intent of the city commission that this article shall serve as a contract defining the responsibilities of the city in maintaining the municipal cemeteries and the responsibilities of those paying respect to their loved ones who are interred therein.

Sec. 2-603. - Definitions.

(a) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a

different meaning:

- (1) *Block* means a plot of land consisting of lots and spaces which is identified on the cemetery plat filed with the city clerk.
- (2) *Cemetery* means property owned or leased by the city for the burial of human remains ~~including the Lake Wales Cemetery and the Willow Lawn Cemetery~~ and any land leased or owned in the future for the burial of human remains.
- (3) *Cemetery administrator* means that person designated by the city manager to have responsibility for preparation and storage of documents for the conveyance, sale or transfer of burial rights and the collection and deposit of funds in payment of said conveyance, sale or transfer. The cemetery administrator shall also be responsible for any administrative work related to the interment or disinterment of human remains in the city's cemeteries.
- (4) *Cemetery manager* means that person designated by the city manager to have responsibility for the day-to-day maintenance and operation of the cemeteries.
- (5) *Certificate of ownership* means the instrument issued by the city, upon payment of the established fee, evidencing a perpetual right of burial in a certain cemetery space of the individual to whom the certificate is issued or a member of the immediate family of that individual.
- (6) *City* means the City of Lake Wales, Polk County, Florida.
- (7) *City clerk* means the duly appointed city clerk of the City of Lake Wales or his/her designee.
- (8) *City commission* means the elected governing body of the City of Lake Wales.
- (9) *City manager* means the city manager of the City of Lake Wales or his/her designee.
- (10) *Conveyance, sale or transfer* means the conveyance of a right to burial in a space and shall not be deemed to convey fee simple title to the space.
- (11) *Deed* means the certificate of ownership executed by the city certifying the conveyance to a purchaser of the right to burial in a space.
- (12) *Disinterment* means the opening of a burial site, the removal of a casket or other enclosure containing human remains from the open site, and the closing of the site.
- (13) *Final disposition* means the final disposal of human remains by means including, but not limited to, earth interment, aboveground interment or cremation.
- (14) *Finance director* means the finance director of the City of Lake Wales or his/her designee.

(15) *Funeral* means the observance, service or ceremony held for a deceased person.

(16) *Funeral directing* means the making of arrangements for, or directing the arrangements for, the preparation and transportation of human remains for final disposition; or using, in connection with one's name, the word "funeral director," "licensed funeral director," "undertaker," or "mortician" or offering or representing one's self as offering such services.

(17) *Funeral director* means any person licensed in the State of Florida to practice funeral directing.

(18) *Grave* means the excavation on a lot for the final disposition of human remains.

(19) *Immediate family* means spouse, child, parent, grandparent, grandchild, brother, sister, mother-in-law and father-in-law.

(20) *Interment* means the opening of a burial site, the placing of a casket or other enclosure containing human remains in the open site, and the closing of the site.

(21) *Lot* means the numbered divisions as shown on the recorded cemetery plat which consists of one (1) or more plots.

(22) *Lot marker* means a marble or granite post used by cemetery staff to locate the corners of the lot or plot; for the purposes of this article, lot marker shall also mean a permanent metal marker embossed with the contract number and date of sale of a burial space and permanently mounted at the northwest corner of a burial space.

(23) *Marker* means any memorial that is composed of only one (1) piece; e.g., a flat marker. There are cases where a marker is composed of two (2) pieces, but has the effect of a marker; e.g., a bronze marker on granite. This is still technically a marker, even though it has two (2) pieces.

(24) *Memorial* means any marker or structure upon or in any lot or niche, placed thereupon or therein or partially therein for the purpose of identification or in memory of the interred.

(25) *Monument* means any memorial that has two (2) separate sections or more; e.g., a stone with a base. The top section of a monument is the "tablet" and the bottom section is the "base."

(26) *Nonresident* means a person not residing within the corporate limits of the city.

(27) *Owner* means any person, firm or corporation who has purchased a lot, part lot or grave space in a city cemetery or the heirs, personal representatives or successors of the owners.

(28) *Plot or space* means that parcel within a lot in which the remains of one (1)

adult human being will be or have been buried.

(29) *Resident* means a person residing within the corporate limits of the city.

(30) *Service animal* means any animal such as a seeing-eye dog or hearing-ear dog used to assist a person with a disability or an animal trained for law enforcement purposes and under the control of a law enforcement officer.

(31) *Vault* means an underground or aboveground chamber or container used for the final disposition of human remains.

(b) For the purposes of administration and enforcement of this chapter, unless otherwise stated in this chapter, the following rules of construction shall apply:

The word "*shall*" is always mandatory and not discretionary; the word "*may*" is permissive.

The words "*he*," "*his*," and other words denoting the masculine gender shall extend and be applied to females and to firms, partnerships and corporations as well as to males.

Words used in the present tense shall include the future, and words used in the singular number shall include the plural and plural the singular, unless the context clearly indicates the contrary.

Unless the context clearly indicates the contrary, where a regulation involves two (2) or more items, conditions, provisions, or events connected by the conjunction "*and*," "*or*" or "*either...or*," the conjunction shall be interpreted as follows:

(1) "*And*" indicates that all the connected terms, conditions, provisions or events shall apply.

(2) "*Or*" indicates that the connected items, conditions, provisions or events may apply singly or in any combination.

(3) "*Either...or*" indicates that the connected items, conditions, provisions or events shall apply singly but not in combination.

(4) The word "*includes*" shall not limit a term to the specific example but is intended to extend its meaning to all other instances or circumstances of like kind or character.

Sec. 2-604. - Rights reserved by the city.

(a) The city reserves and shall have the right to refuse admission to any cemetery and to refuse the use of any of the cemetery's facilities at any time to any person or persons whom the city may deem to be in violation of the provisions of this article.

(b) The city reserves and shall have the right to enlarge, reduce, re-plat or change the boundaries or grading of any or all sections of the cemeteries including the right to modify and change the locations of or remove or re-grade roads, drives, walks, or any part thereof.

(c) The city reserves and shall have the right to lay, maintain and operate, or alter or change water lines for irrigation systems, gutters for drainage, and the like, and reserves an easement along all lot lines for utility purposes as needed.

(d) The city reserves and shall have the right to use cemetery property not sold to individual lot owners for cemetery purposes, including the interment of human remains, or for anything necessary, incidental or convenient thereto.

(e) The city reserves to itself, and to those lawfully using the privileges and facilities of the cemeteries, a perpetual right of ingress and egress over lots for the purpose of passage to and from other lots.

(f) The city reserves and shall have the right to correct any error that may be made by it in the description, transfer or conveyance of any interment rights, either by cancelling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as far as possible, or as may be selected by the city manager or his designee, or, in the sole discretion of the city manager, by refunding the amount of money paid on account of said purchase.

(g) The city reserves and shall have the right to correct any error that may be made by it in making interments, disinterments or removals. In the event such error shall involve the interment of the remains of any person, the city reserves and shall have the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof.

(h) The city reserves and shall have the right to prohibit, modify or remove any structure, object, improvement or adornment from any lot which may have been placed therein in violation of the rules, or which may be considered objectionable, or injurious to the lot, adjoining lots or to the cemetery in general. For the purposes of this article, the term "objectionable" means that an item interferes with the operation of maintenance equipment, has poor aesthetic value, or does not conform to established societal values.

(i) The city reserves and shall have the right to adopt additional rules and regulations or to amend, alter or repeal any rule or regulation established by this article, at any time, and subject only to the public notice requirements provided by Florida Statutes for ordinance adoption.

Sec. 2-605. - Care of cemeteries; limitation of liability; responsibilities of city; responsibilities of public.

(a) The city shall endeavor at all times to provide general maintenance and care to the municipal cemeteries.

(b) The city shall take all reasonable precautions to protect cemetery lot owners and the property rights of cemetery lot owners from loss or damage, but the city shall not be liable, and disclaims all responsibility, for loss or damage to property or rights of lot owners arising from causes beyond its reasonable control including, but not limited to, damage caused by the elements, an act of God, thieves, vandals, malicious mischief-

makers, or unavoidable accidents, whether the damage be direct or collateral.

(c) When cemetery fees are insufficient for the perpetual care of the municipal cemeteries, the cost associated with such perpetual care shall be borne by the taxpayers of the city. ~~The general care of the cemetery is assumed by the city_~~ and includes the cutting and irrigation of the grass at reasonable intervals, the raking and cleaning of the grounds, the pruning of shrubs and trees, and the maintenance of pathways and roadways. Perpetual care by the city shall in no case mean the maintenance, repair or replacement of any memorial, tomb or mausoleum placed or erected upon lots by persons, firms or corporations; nor the doing of any special or unusual work in the cemeteries, including work caused by impoverishment of the soil; nor does it mean the reconstruction of any marble or granite work in any section or portion of a cemetery damaged by the elements, an act of God, thieves, vandals, malicious mischief-makers, or unavoidable accidents, whether the damage be direct or collateral.

(d) Those members of the public honoring their loved ones must realize that anything that prohibits the city from fulfilling its commitment to care for the municipal cemeteries or adds undue cost for the taxpayers shall not be allowed. It shall be the responsibility of those honoring their loved ones to observe the cemetery rules and regulations, to place items permitted well within the spaces allowed, and to remove perishable items when they are no longer performing their role in beautifying the grave site; i.e., dead flowers, faded and weathered artifacts, and similar items.

Sec. 2-606. - Responsibility for cemetery administration and maintenance.

(a) The general administration and maintenance of the municipal cemeteries shall be the responsibility of the cemetery manager who shall be an employee of the city and subject to all rules, policies and procedures governing all employees of the city.

(b) The cemetery manager is hereby empowered and required to enforce all rules and regulations provided by this article and to exclude from the cemeteries any person violating the same.

(c) The duties of the cemetery manager shall be as follows:

(1) *Attendance at cemetery.* At a minimum, the cemetery manager shall be in attendance at the cemetery available from 8:00 a.m. until 4:00 p.m. on Monday through Friday or have one (1) employee present in his absence who is competent in performing the duties of the cemetery manager in order to discharge those duties without delay. The cemetery administrative office in the municipal administration building shall be open during all normal business hours of the city.

(2) *Assistance to the public.* The cemetery manager shall aid and assist the public in the locating of burial spaces, entombment crypts and inurnment niches or in interpreting the meaning of this article and shall take such steps as are necessary for the protection and convenience of all funeral service attendees.

(3) *Supervision of cemetery maintenance.* The cemetery manager shall supervise

city employees in the general care and maintenance of the municipal cemeteries.

(4) *Examination of burial permits.* The cemetery manager shall require and examine burial permits and shall refuse burial, entombment or inurnment until such permit shall comply with the state law and the restrictions of the city.

(5) *Location of burial space.* The cemetery manager shall locate the burial space and authorize the opening of the grave, crypt or niche before work by any party shall commence and shall prepare and issue to the funeral director the vault and casket identification tags required by subsection 2-631(d). The cemetery manager shall locate the burial space and authorize the placement of a monument or marker before a monument or marker shall be set or engraved by any party.

(6) *Record of burials, entombments and inurnments.* The cemetery manager shall keep complete and accurate records at the cemetery office of the names of the deceased, the lot, section and plot in which the burial is made, or the mausoleum wall, row and crypt in which an entombment is made, or columbarium wall, row and niche in which an inurnment is made, the date of burial, entombments, or inurnment, and the name of the funeral director conducting the funeral. Duplicate records shall be maintained and updated on a regular basis which shall be stored with the official records of the city in the municipal administration building.

(7) *Sale of lots, plots, crypts and niches.* The cemetery administrator shall sell such lots, plots, crypts and niches in the municipal cemeteries as authorized by the city commission and at the price established by the city commission. The cemetery administrator shall cause to be issued a certificate of ownership of interment rights upon payment of the whole amount by the purchaser and shall cause the cemetery manager to place a permanent marker on all ground burial lots which indicates the contract number and date of sale.

(8) *Record of plots, crypts and niches sold.* The cemetery manager shall keep a plat book of the cemeteries on which shall be shown all plots, crypts and niches which are sold or are for sale, and a record made of the date, name of purchaser and amount received for each sale.

(9) *Reports.* The cemetery administrator shall make annual reports to the finance director on a form developed by the finance department showing the total number of interments, entombments and inurnments with other pertinent information, including a statement of the lots, crypts and niches sold or transferred and funds received for such sales and transfers.

Sec. 2-607. - Conduct of cemetery workers.

(a) Workers assigned to perform work at a city cemetery shall not perform any work for lot owners, funeral directors, monument companies, vault companies, or similar entities except by direction of the city manager.

(b) No cemetery worker shall solicit or accept any fee, tip, gratuity, commission or other compensation for work performed at a city cemetery from any person, firm or

corporation except the city.

(c) Cemetery workers shall always be vigilant and shall report promptly to the cemetery manager all cases of vandalism, disorder, theft or other matters that might present any disruption to the good order of the cemetery. In the absence of the cemetery manager, they will report all such instances to the cemetery administrator.

(d) Cemetery workers shall at all times refrain from using equipment in a careless or haphazard way that may cause damage to markers, monuments or other property in the cemetery. In case of damage to any property by a cemetery worker, said damage shall immediately be reported to the cemetery manager who shall conduct an investigation and report the results of the investigation to the public works director.

(e) Cemetery workers shall, at all times, behave in a courteous manner toward users of the cemeteries, and shall comport themselves in a dignified and respectful manner.

Sec. 2-608. - Handling of cemetery monies.

(a) No cash transactions shall occur at the cemeteries. All monies due the city for the sale of burial spaces or cemetery services shall be paid by the person, firm or corporation from whom said monies are due to the cashier in city hall.

(b) Under emergency circumstances, it may be necessary to complete a sales transaction after normal business hours. In the case of an emergency, the cemetery manager and the cemetery administrator are authorized to accept a check or money order from the purchaser which shall be deposited with the paperwork documenting the transaction in the locked drop-box at city hall for processing by the cashier on the next business day.

~~Sec. 2-609. - Cemetery trust fund.~~

~~Twenty-five (25) percent of all proceeds from the sale of interment rights in burial spaces shall be deposited in a special fund to be known as the "Cemetery Trust Fund." Proceeds deposited and interest income earned by the fund shall be used to make capital improvements at the municipal cemeteries.~~

~~Sec. 2-609 2-610. - Modification of provisions.~~

The city commission hereby recognizes that cases may arise in which strict enforcement of the provisions of this article may impose unnecessary hardships. Therefore, the city commission delegates authority to the city manager to make exceptions to the provisions of this article upon a finding by the city manager that an exception is necessary to prevent hardship.

~~Secs. 2-610-2-6015 2-611—2-615. - Reserved.~~

DIVISION 2. - BURIAL SPACES

Sec. 2-616. - Sale of interment rights in burial spaces.

(a) *Price.* The city commission, by adopted Resolution, shall set cemetery fees to fund all, or any portion of the cost, of provision of perpetual care for the municipal cemeteries. shall sell interment rights in burial spaces located in the municipal cemeteries in accordance with prices established on Schedule "A" which is attached hereto and incorporated by reference. Cemetery fees, established by the city commission, The schedule of fees established by Schedule "A" shall be automatically adjusted beginning on October 1, 2016 ~~2008~~ to reflect an increase based on June's annual CPI or two and one-half percent (2.5%), whichever is greater, without further need for commission action.

(b) *Acquired rights.* No interment rights shall be acquired by the purchaser until the cost of the burial space is fully paid and a deed of conveyance is issued to the purchaser.

(c) *Payment by installment agreement.* Payment for burial spaces may be made by installment agreement after a minimum down payment of twenty (20) percent and a five (5) percent administrative fee provided that the period of the installment agreement does not exceed twelve (12) months for each space and provided that installment payments shall be due and payable on the twentieth day of the month. If an installment payment remains unpaid for thirty (30) days after the date due, the installment agreement shall be cancelled and the city shall require full payment of the unpaid principal balance and shall so notify the purchaser. Notice by ordinary mail, sent to the purchaser at the last address on file with the city, shall be considered sufficient and proper legal notification. If the balance due remains unpaid for thirty (30) days after such notification, the purchaser shall forfeit his right to the burial space or spaces, and the city shall have the right to offer the space or spaces to the general public for resale. The cemetery administrator shall request that the finance department refund to the purchaser all installment payments paid to the city less ~~one hundred dollars (\$100) fifty dollars (\$50.00)~~ which shall be retained by the city as an administrative fee.

(d) *Reservation of space.* A burial space shall not be reserved or held unless a non-refundable deposit of ~~one hundred dollars (\$100) fifty dollars (\$50.00)~~ has been paid to the city, and no burial space shall be reserved or held for more than thirty (30) days.

(e) *Payment prior to interment.* No interment shall occur unless the cost of the burial space and other applicable fees have been paid in full except as provided in paragraph (g). All fees shall be paid by 4:00 p.m. on the business day preceding the interment with the following exceptions:

(1) When a request is made after 4:00 p.m. on Friday for interment on Saturday for reasons provided in subsection 2-628(b), the cemetery manager is authorized to accept a check or money order which shall be deposited with the paperwork documenting the transaction in the locked drop-box at city hall for processing by the cashier on the next business day.

(2) When a request is made after 4:00 p.m. on Friday for interment on Monday, all

applicable fees may be paid as in paragraph (1) above or on Monday provided that all fees are paid no later than two (2) hours before the interment takes place.

(f) *Payment prior to placement of markers.* When a burial space has been purchased in advance of need and payment is made by installment agreement, no grave marker or grave decoration shall be placed on the burial space until the cost of the burial space has been paid in full.

(g) *Assignment of life insurance proceeds.* In cases of extreme financial hardship, the city manager or his designee may authorize the acceptance, in lieu of cash for the purchase of burial space, an assignment of the proceeds of a valid life insurance policy. Before the assignment will be accepted, it must be verified and attested to as valid by the funeral home. In the event that the life insurance policy is invalid or insufficient to cover the cost of the burial space and has been accepted by the city upon the verification and attestation of the funeral home, all costs incurred by the city will be the responsibility of the funeral home. In the event that insurance proceeds are not remitted to the city within six (6) months after the date of the burial, all costs incurred by the city will be the responsibility of the funeral home and the city shall be authorized to take whatever action is necessary to obtain payment for such costs.

(h) *Address of lot owner.* It shall be the duty of the lot owner to keep the city informed as to his current correct mailing address and the current address of his legal representative if notices are to be sent to that representative. Notices or other correspondence mailed to the address on file with the city for the lot owner or his representative shall constitute actual delivery and notification. It shall be the duty of the lot owner to keep informed of any changes in the rules, regulations or laws governing the operation of the cemeteries.

SCHEDULE "A"
CITY OF LAKE WALES CEMETERY RATES
(effective 10/1/2009)

Interment Right in Burial Spaces

	Resident	Water Customer Nonresident	Other- Nonresident
Cemetery Grave Space			
Baby Land	\$ 177.50	\$ 222.00	\$ 355.00
Adult Space	532.75	666.00	1,065.50
Cremation Space	177.50	222.00	355.00
Columbarium Bench	355.00	444.00	710.25
Mausoleum Crypt			
Single	1,835.00	2,294.00	3,670.00
Double	3,167.00	3,958.50	6,333.75
Cremation Niche	213.25	266.50	426.50
Collected at time of sale-			
Ground Lot Marker	3.00	3.00	6.00
Collected at time of interment			
Vault & Casket ID	2.35	2.35	4.85
Tags			
Grave Locating Fee	59.00	59.00	118.25
Memorial Brick	35.00	35.00	45.00

Twenty-five (25) percent of all proceeds from the sale of interment rights in burial spaces shall be deposited in the "Cemetery Trust Fund." Proceeds deposited and interest income earned by the fund shall be used to make capital improvements at the municipal cemeteries.

Note: The City of Lake Wales does not perform grave openings and closings. Prices shown above for the purchase of interment rights in burial spaces do not include the cost of openings & closings, vaults, monuments, crypt lettering, or similar items.

In accordance with section 2-616, Lake Wales Code, the schedule of fees shall be

automatically adjusted annually on October 1 to reflect an increase based on June's annual CPI or two and one-half (2.5) percent, whichever is greater.

Sec. 2-617. - Deeds of conveyance.

(a) The mayor-commissioner and the city clerk are hereby authorized to execute deeds of conveyance on behalf of the city to the purchasers of interment rights in burial spaces within the cemetery, which conveyances shall be valid for all purposes as the act and deed of the city when the city clerk affixes the seal of the city.

(b) No deed of conveyance shall be executed before the cost of the burial space has been paid in full by the purchaser.

(c) All deeds of conveyance shall bear a description of the burial space in accordance with the cemetery plats approved by the city commission, the name and address of the purchaser, and the official book and page number in which the conveyance is recorded in the official records of the city.

(d) All deeds of conveyance are hereby declared to incorporate and shall be subject to all rules, regulations and conditions set forth in this article, and subject, further to such other additional rules and regulations, amendments or alterations as shall be adopted by the city from time to time. The reference to such rules and regulations in deeds conveying the right of interment shall have the same force and effect as if the same were set forth in full therein.

(e) The deed conveying interment rights to purchasers and the rules and regulations of the city now in force or which may hereafter be adopted, including modifications or amendments thereof, shall be the sole agreement between the city and the purchaser. The statement of any sales agent or employee of the city, unless confirmed in writing by the city manager, shall in no way bind the city.

(f) A certified copy of the executed deed conveying interment rights shall be filed with the city clerk who shall permanently maintain said copy in the official records of the city.

Sec. 2-618. - Lot markers.

All ground burial lots shall be marked by the cemetery manager at the time of sale with a permanent metal marker which shall be embossed with the sales contract number and the date of sale. Lot markers shall be permanently mounted at the northwest corner of the burial lot.

Sec. 2-619. - No easement granted.

The conveyance of interment rights in a burial space shall not grant an easement or right of interment to any owner in any road, drive, alley or walk within the cemetery, but such road, drive, alley or walk may be used as a means of access to the cemetery or cemetery buildings.

Sec. 2-620. - Sale, transfer, assignment or re-subdivision.

- (a) No interment rights in a burial space shall be sold, transferred, assigned or conveyed in any manner by the owner or his heirs without the written authorization of the city and the payment of a fifty-dollar transfer fee.
- (b) The re-subdivision of any burial space in any manner is prohibited.
- (c) The city is authorized to repurchase an unused burial space for the same price at which it was originally sold. No transfer fee will be required.

Sec. 2-621. - Family burial lot.

- (a) Whenever an interment is made in a lot for which the interment rights have been conveyed to an individual owner by the city and is held as a separate lot, it shall be indivisible, and, at the option of the city, the whole of such burial lot thereby becomes inalienable and shall be held as the family burial lot of the owner in which one (1) grave may be used for the owner's interment and one (1) for the interment of the surviving spouse, if any, of the owner.
- (b) In the event there has been no written order by the owner filed with the city designating those whom he authorizes to be interred therein, the parents or children of such deceased owner may be interred in such lot in the order of need without the consent of any person claiming any interest therein.
- (c) In the event there shall be no parent or child surviving such deceased person, the right of interment therein shall go the next heirs at law of such deceased owner as specified by the statutes of descent of the state.
- (d) Any surviving spouse and any parent, child or heir of a deceased owner may waive his right to interment in such lot in favor of any other relative of such deceased owner or of his spouse, and upon such waiver, the remains of the person in whose favor the waiver is made may be interred therein.

Sec. 2-622. - Use of burial space.

No burial space shall be used for any purpose except the interment of human remains.

Secs. 2-623—2-625. - Reserved.

DIVISION 3. - INTERMENTS AND DISINTERMENTS

Sec. 2-626. - Interment prohibited except in duly designated or platted cemeteries.

- (a) It shall be unlawful for any person to bury or otherwise inter any human remains within the corporate limits of the city, except in a municipal cemetery designated in this article or in a platted cemetery, the plat of which has been approved by the city commission, and which plat shall show the size and situation of the cemetery, its

subdivisions and the methods used and intended to be used to designate plainly the location of burial lots or graves therein, and which plat shall be recorded in the public records of Polk County, Florida, and a copy thereof furnished to the city.

(b) No person, firm or corporation shall establish any cemetery or burial ground, or create, lay out, plat or use any piece or parcel of land within the corporate limits as a burial ground or cemetery for the interment of human remains without first obtaining a permit from the city.

(c) Any person convicted of violating this section shall be punished pursuant to section 1-15 of the city Code.

Sec. 2-627. - Burial permit required.

No interment shall be made unless the remains are accompanied by a burial permit as required by state law. The city shall not be liable for the correctness of the information on the burial permit nor for the identity of the person sought to be interred.

Sec. 2-628. - Hours when interments are permitted.

(a) *Regular Hours.* Interments shall be made between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Interments shall not be made on Saturdays, Sundays or city holidays except as provided in paragraph (b) and paragraph (c). City holidays are defined as New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day. Other holidays may be designated by the city commission from time to time.

(b) *Saturdays.* Where a burial must be scheduled on a Saturday, interments shall be made between the hours of 10:00 a.m. and 5:00 p.m. Interments to be scheduled on a Saturday shall require a minimum of twenty-four (24) hours' notice to the cemetery manager except where immediate burial is required by the laws of the State of Florida, the rules and regulations of the board of health, or for religious reasons. The notice requirement may be waived by the city manager or his designee if extenuating circumstances prevent twenty-four (24) hours' notice.

(c) *Sundays and holidays.* Where immediate burial is required by the laws of the State of Florida, the rules and regulations of the board of health, or for religious reasons, interments may be made on Sundays or city holidays after payment of a service charge in the amount of three hundred dollars (\$300.00) by the funeral director. Interments shall be made between the hours of 12:00 noon and 4:00 p.m.

Sec. 2-629. - Interment authorization required.

(a) No interment shall be made unless the burial space has been located by the cemetery manager. The cemetery manager shall clearly mark the burial space in which the interment will occur with a temporary tag indicating the name of the deceased, the date and time of the interment, and the name of the funeral director. The cemetery manager shall issue an interment authorization to the funeral director which specifies the name of the deceased, the name of the funeral director, the date and time of the

interment, and the location of the burial space. The interment authorization shall not be issued unless the cost of the burial space and other applicable fees have been paid in full except as provided in section 2-616, paragraph (g).

(b) A request for interment authorization must be made to the cemetery manager no later than twenty-four (24) hours prior to the time scheduled for the interment. For interments scheduled on a Monday, the request for interment authorization must be made to the cemetery manager no later than 4:00 p.m. on the preceding Friday. This requirement may be waived by the city manager or his designee if extenuating circumstances prevent twenty-four (24) hours' notice.

(c) A copy of the interment authorization shall be filed with the permanent records of the city.

Sec. 2-630. - Opening and closing of burial space.

(a) Funeral directors shall be responsible for arranging the opening and closing of burial spaces at their expense.

(b) The opening of a burial space shall not commence without an interment authorization issued by the cemetery manager or his designated representative and shall not commence unless the burial space has been located and marked by the cemetery manager or his designated representative. If any problem is encountered during the opening of a burial space, the person opening the burial space shall cease work immediately and notify the cemetery manager who will resolve the problem before work is permitted to continue.

(c) Graves shall have a minimum cover of twelve (12) inches of soil from the top of the vault or liner to the ground surface level. Grave mounds shall not be allowed. Persons opening a grave must place excavated soil on suitable material to protect the grass on adjacent lots.

(d) Graves shall be closed immediately after the funeral service.

(e) Removal of excess soil after burial or the filling of the grave site with additional soil after settling shall be the responsibility of the funeral director. Any excess soil must be removed the same day as the burial, and any filling needed as a result of setting must be accomplished within five (5) days of the burial. Upon failure to remove excess soil or to fill as required above, the cemetery manager may cause the same to be accomplished with the costs thereof charged to the funeral director, which cost shall be immediately due and payable.

(f) Any additional city services required due to failure by the applicable funeral director to abide by this article and any reasonable rules and regulations promulgated to implement this article shall be charged to the funeral director and be immediately due and payable.

(g) All openings and closings which have been pre-paid or pre-arranged by an agreement between the city and the purchaser prior to the effective date of this article

shall be the responsibility of the city.

(h) The funeral director and his subcontractors (i.e., vault company, grave diggers, and the like) shall exercise all possible care to protect grave markers, monuments, water lines, and other cemetery fixtures, and shall be held liable for any damage incurred.

Sec. 2-631. - Graves and vaults.

(a) No burial above ground shall be permitted.

(b) Only one (1) interment shall be made in a grave, except for the following:

(1) A parent and an infant;

(2) Two (2) children in one (1) coffin; or

(3) One (1) casketed remains and up to two (2) urns bearing cremated remains.

(c) Pre-cast concrete, natural stone, or steel vaults or grave liners shall be used in every uncremated interment except the interment of newborn infants. Such vaults shall be of sufficient construction and weight as to prevent retention of water and cave-in of the grave space.

(d) A permanent identification tag shall be affixed securely to the foot end of every vault and every casket used in an interment after November 19, 1996. The tag shall bear the name of the deceased and the date of the interment written or inscribed in a legible and indelible manner and shall be made of metal, plastic or other non-biodegradable material. The cemetery manager shall prepare the tags and provide them to the funeral director with the interment authorization specified in section 2-629. It shall be the responsibility of the funeral director to ensure that said tags are affixed, and the city shall not be liable for the failure of the funeral director to comply with this section.

Sec. 2-632. - Liability for delays.

The city shall in no way be liable for damages caused by any delay in the interment of a body where a protest, just or unjust, of the interment has been made, where the rules and regulations have not been complied with, where a burial space has not been paid for, or where the body is not accompanied by a proper burial permit.

Sec. 2-633. - Written protests.

The city shall refuse to recognize any protest of an interment unless said protest is made in writing and filed in the office of the city clerk. The remains shall be retained by the funeral director and shall not be admitted to the cemetery until such protest is resolved.

Sec. 2-634. - Interments for remuneration.

Owners shall not allow interments to be made in their burial spaces for remuneration.

Sec. 2-635. - Disinterment.

(a) Although removal contrary to the expressed or implied wish of the original owner of the burial space shall not be allowed, a body or cremated remains may be removed from the original burial space to another burial space within the cemetery at the request of the surviving spouse or heirs when there has been an exchange or purchase of a burial space for that purpose. A disinterment at the request of the surviving spouse or heirs shall be arranged by a funeral director and shall be the responsibility of the funeral director.

(b) A disinterment directed by the order of a court of competent jurisdiction shall be the responsibility of the person, firm or corporation requesting the court order.

(c) A disinterment directed by a medical examiner for the purpose of holding an inquest shall be the responsibility of the medical examiner or his lawful agents.

(d) All disinterments shall be subject to the same rules and regulations established by this article for interments. All disinterments for the purpose of removing the remains from the cemetery shall, in addition, require a transit permit signed by the appropriate public authority.

(e) As provided in section 2-604, paragraph (g), the city may perform a disinterment to correct an error in interment and may transfer the remains erroneously interred to the correct burial space or to another burial space of equal value and similar location as may be substituted and conveyed in lieu thereof.

Sec. 2-636. - Compliance with all laws.

In addition to the rules and regulations established by this article, all interments, disinterments and removals shall be subject to the orders and laws of the properly constituted public authorities.

Secs. 2-637—2-640. - Reserved.

DIVISION 4. - MEMORIALS, PLANTS AND GRAVE DECORATIONS

Sec. 2-641. - Monuments and markers.

(a) All burial spaces shall have no more than two (2) monuments or grave markers with the exception that family burial lots may have a family marker and a marker for each family member interred therein.

(b) For interments after November 19, 1996, a permanent monument or grave marker shall be required on all burial spaces.

(c) All monuments, grave markers and corner markers shall be of bronze, granite, marble or other equally durable stone material, metal or metal alloy. Monuments and markers shall be placed on a foundation which is no closer than three (3) inches to the

boundary lines of the grave space. All foot stones set after November 19, 1996 shall be flush-mounted except where they are placed to duplicate a foot stone pre-existing on the lot.

(d) Within the area of a cemetery designated as a memorial section, markers which are flush with the ground shall be required. All markers shall be flush with the ground in the Lake Wales Memorial Gardens Cemetery.

(e) No monument or marker shall be set unless the burial space has been located by the cemetery manager or his designated representative. The cemetery manager shall clearly mark the burial space upon which the monument or marker will be set and shall issue written authorization to the monument company to proceed with the construction of the foundation for the monument or marker. A request for authorization must be made to the cemetery manager by 4:00 p.m. on the business day preceding the day on which the setting of the monument or marker will occur. All monuments, grave markers and corner markers shall be set between the hours of 8:00 a.m. and 4:00 p.m. If it is necessary to set a monument or marker before 8:00 a.m. or after 4:00 p.m., a fifty dollar (\$50.00) twenty-five dollar service fee will be paid to the city by the monument company.

(f) All monuments, grave markers and corner markers shall be placed on a foundation which shall be adequately designed to prevent future settlement, tilting or cracking. All foundations shall be built by the monument company at the cost of the owner. In order to ensure consistent installation of cemetery monuments and markers within all city-owned cemeteries, the following shall apply: (note: corner markers are only allowed in the Lake Wales Cemetery and the Willow Lawn Cemetery; corner markers will not be allowed in the Lake Wales Memorial Gardens Cemetery):

(1) *Permit required.* Installation of all foundations will require the issuance of a permit to the monument company by the cemetery administrator. The cost of the permit will be as established on Schedule "A" and will be nonrefundable. The permit fee will be paid by the monument company and will cover the cost of one (1) foundation inspection. Additional inspections will require payment of a twenty-five-dollar service fee by the monument company. No additional fee will be required for the actual placement of the monument or marker onto the foundation.

(2) *Monument or upright marker.* For monuments having a vertical height of three (3) feet or less, a foundation shall be installed that is three (3) inches wider than the monument on all four (4) sides so that a three-inch margin is created around the base of the monument. For monuments taller than three (3) feet, the width of the foundation shall be increased on all four (4) sides by one (1) inch per vertical foot or fraction thereof. The foundation shall be constructed of concrete that is a minimum of six (6) inches in depth and shall be reinforced with a steel bar one-half (½) inch in diameter. For monuments that will exceed five (5) feet in height, installation must receive prior approval by the city's building official. Upright markers are only allowed in the Willow Lawn Cemetery and designated areas within the Lake Wales Cemetery; upright markers will not be allowed in the Lake Wales Memorial Gardens Cemetery.

(3) *Flush-mounted marker.* A foundation shall be installed that is at least as long and as wide as the marker that will be resting upon it. The foundation shall be constructed of concrete that is a minimum of three (3) inches in depth and shall be reinforced with a steel bar one-half ($\frac{1}{2}$) inch in diameter.

(4) *All foundations.* In all installations, the foundation shall be constructed upon well-compacted soil. The foundation shall be constructed of Portland-based concrete and shall have a minimum designed strength of two thousand (2,000) pounds per square inch (psi). Foundations shall be constructed with the use of forming for the upper four (4) inches of the cast-in-place concrete. Wood forms are permitted, but must be removed after the concrete has cured in place. The surface of the foundation shall be level and have a smooth float finish and shall finish at least one and one-half ($1\frac{1}{2}$) inches below the grade. After curing of the concrete foundation, form work shall be removed and the area back-filled with screened topsoil prior to setting of the monument or marker.

(5) *Inspection.* All foundations shall be inspected by the cemetery manager. If the foundation installation is determined to be satisfactory, the cemetery manager shall issue written authorization to the monument company to proceed with the setting of the monument or marker. A copy of this written authorization shall be provided to the family and shall serve as notice to the family that the foundation has been installed satisfactorily. If the foundation installation is determined to be unsatisfactory, the cemetery manager shall issue written notice to the monument company requiring that the problem(s) be corrected. No authorization shall be issued to proceed with the setting of the monument or marker until the foundation installation is determined to be satisfactory.

(6) *Time of inspection.* To facilitate inspection by the cemetery manager, all foundations shall be set between the hours of 8:00 a.m. and 4:00 p.m. If it is necessary to set a foundation before 8:00 a.m. or after 4:00 p.m., a ~~twenty-five-dollar~~ **fifty dollar** service fee will be paid to the city by the monument company in addition to the permit fee.

(7) *Rights reserved.* The city reserves the right to modify the specifications contained herein for installation of any foundation, monument or marker, if, in the sole discretion of the building official, such modification is deemed to be desirable.

(g) Where a monument or marker has been previously set, no monument or marker shall be engraved unless the burial space has been located by the cemetery manager or his designated representative. The cemetery manager shall clearly mark the burial space upon which the monument or marker will be engraved and shall issue written authorization to the monument company to proceed with the engraving of the monument or marker. A request for authorization must be made to the cemetery manager by 4:00 p.m. on the business day preceding the day on which the engraving of the monument or marker will occur.

(h) Any monument or marker which has been set in violation of the rules and regulations established by this section shall be removed from the grave site by the

monument company. It shall be the responsibility of the monument company to reset the monument or marker in accordance with the rules and regulations of this section without charge to the owner or the city.

(i) Lettering on mausoleum crypts and niches shall comply with all requirements established by the city for uniformity. Any lettering which has been placed on a crypt or niche which fails to comply with all such requirements shall be replaced by the monument company without charge to the owner or city.

(j) It shall not be the responsibility of the city to replace or repair temporary metal grave markers, and all temporary grave markers shall be removed when the permanent marker is set. Any temporary grave marker remaining on the grave six (6) months after the interment shall be removed by the cemetery manager at no risk to the city. Prior to removal, notice shall be provided in accordance with section 6-245, and the family of the deceased shall be given the option of installing a memorial brick in lieu of the monument or marker required in paragraph (c). The brick shall be purchased from the city, and shall be inscribed with the name of the deceased, birth date, and date of death. Cemetery staff shall flush-mount the memorial brick on a foundation at the head of the grave. The memorial brick may remain on the grave as a permanent marker or until replacement by a bronze, granite or marble monument or marker. A family may elect to install a memorial brick immediately following the burial in lieu of placing a temporary metal grave marker.

(k) While the city will exercise all possible care to protect raised lettering, carving or ornaments on any monument or memorial, it disclaims responsibility and shall not be liable for any damage or injury thereto.

(l) The monument company shall exercise all possible care to protect grave markers, monuments, water lines, and other cemetery fixtures, and shall be held liable for any damage incurred.

Sec. 2-642. - Plants, shrubs, flowers, trees and grasses.

(a) Permanent planting, maintenance and removal of grasses, shrubs, trees, flowers, and the like, shall be done only by the city.

(1) The planting of trees, shrubs and other plants in a memorial section violates the contract rights of those who purchased lots in a memorial section with the expectation that there be uniformity and interferes with the maintenance of the grave sites by cemetery staff. Accordingly, the cemetery manager will remove any and all trees, shrubs and other plants installed in a memorial section prior to December 1, 2009 after providing notice as specified in section 6-245. Trees, shrubs and other plants so removed may be transplanted to a common area of the cemetery if appropriate.

(2) Trees, shrubs and other plants installed prior to December 1, 2009 in a section of the cemetery that is not a memorial section may remain in place provided said trees, shrubs and plants are properly maintained by the family. The cemetery manager may remove the trees, shrubs or plants when they become unsightly,

dangerous, detrimental or diseased or when they interfere with the normal maintenance of the cemetery. Notice of such removal shall not be required.

(3) Any permanent trees, shrubs, flowers, or similar items planted anywhere in a city cemetery after December 1, 2009 shall be removed by the city following notice as required in section 2-645. Plantings so removed may be transplanted to a common area of the cemetery if appropriate.

(b) The cemetery manager shall remove all floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind from a cemetery as soon as, in the judgment of the cemetery manager, they become unsightly, dangerous, detrimental or diseased or when they interfere with the normal maintenance of the cemetery. Except as provided in paragraph (a) of this section, notice of such removal shall not be required.

(c) The city shall not be liable for frozen plants or herbage of any kind or for plantings damaged by the elements, thieves, vandals or by other causes beyond its control.

(d) Live flowers from burial services shall be removed by the cemetery manager within five (5) days after an interment. Upon the written request of the owner or legal representative of the owner within forty-eight (48) hours after an interment, flowers, baskets, designs or frames may be held for such owner or legal representative for a period not exceeding thirty (30) days. If not called for and removed by the end of the thirty-day period, such flowers, baskets, designs or frames shall become the property of the city and may be sold, destroyed or otherwise disposed of without incurring any liability whatsoever to donors, grave owners or their legal representatives.

(e) All vases and receptacles must be approved by the city. Approved vases may be of the invertible type. Fixed vases shall not exceed six (6) inches in diameter and ten (10) inches in height. No other receptacle may be used as a permanent vase. A frame may be used in lieu of a vase to support non-live flowers placed on a grave site on special dates or until a permanent marker can be installed, provided that the combined height of the frame and non-live flowers does not exceed twenty-four (24) inches. Glass or ceramic containers shall not be permitted under any circumstances.

(f) Potted plants will be allowed in the Lake Wales Cemetery and the Willow Lawn Cemetery subject to the following:

- (1) A pot shall be buried so that the top edge of the pot is flush with the ground;
- (2) A pot shall not exceed one (1) gallon in size, and a plant shall not exceed twenty-four (24) inches in height;
- (3) A potted plant shall not bear thorns or stickers or otherwise be potentially hazardous to the cemetery staff or the public;
- (4) A potted plant shall be maintained by the family, and, if not maintained by the family, shall be removed by the cemetery manager in accordance with paragraph (b) of this section.

(g) Potted plants will not be allowed in the Lake Wales Memorial Gardens Cemetery.

Sec. 2-643. - Enclosures, coping, curbing and borders.

(a) Fences, hedges, pipe, chains or raised enclosures of any kind are prohibited on grave sites. No coping or curbing shall be installed after November 19, 1996. Where coping or curbing exists prior to that date, it shall be permitted to remain at no risk to the city, and the repair of damage due to routine maintenance, settling, erosion, and the like, shall be the responsibility of the family.

(b) Flat borders will be permitted **in the Lake Wales Cemetery and the Willow Lawn Cemetery** subject to the following:

(1) A border must be flush-mounted and must be laid upon a foundation that will prevent tilting or shifting out of place.

(2) A border must be made of a material specified by the city, and an example of such acceptable material shall be displayed in the cemetery office.

(3) A border must be maintained by the family; if a border appears to be unkempt or not maintained for a period of three (3) months, the city shall remove the border after providing notice as required in section 2-645

(4) No border shall be installed unless the burial space has been located and clearly marked by the cemetery manager or his designated representative. The cemetery manager shall issue written authorization to the family to proceed with the setting of the border. A request for authorization must be made to the cemetery manager by 4:00 p.m. on the business day preceding the day on which the border will be set.

(5) A border installed in violation of this section shall be removed by the city after providing notice as required in section 2-645

(c) Flat borders will not be permitted in the Lake Wales Memorial Gardens Cemetery.

(d) ~~(e)~~ The requirements of this section shall not apply to portable fences, chains and other structures or equipment used during interments or memorial ceremonies provided said fences, chains, structures, or equipment are removed immediately after completion of the interment or ceremony.

Sec. 2-644. - Grave decorations.

(a) Grave decorations of any kind will be removed when they violate cemetery rules and regulations. Prior to removal, notice of violation shall be provided as specified in section 2-645 unless otherwise specified in this section.

(b) Special decorations placed on a grave site on special dates such as birthdays, anniversaries, Mother's Day, Father's Day, Memorial Day, Veteran's Day, Christmas, Easter or other dates of religious or cultural significance, may be placed no more than seven (7) calendar days before the holiday or special date and shall be removed within

seven (7) calendar days after the holiday or special date. Decorations not removed within the specified time shall be removed by cemetery personnel without the need for notice but shall be stored in accordance with procedures specified in subsection 2-645(b) except that perishable items shall be discarded.

(c) The following shall not be allowed upon grave sites and, if so placed, shall be removed at no risk to the city after notice as specified in section 2-645

- (1) Toys, dolls, stuffed animals or similar articles;
- (2) Shells, rocks, stones or pebbles;
- (3) Glass, ceramic or plastic objects;
- (4) Metal designs, frames, or hangars except as allowed on a temporary basis in accordance with paragraph 6-242(e);
- (5) Chairs, settees, benches or tables;
- (6) Wood or metal boxes or cases;
- (7) Lights, with the following exceptions:
 - a. A single solar-powered light may be flush-mounted on each side of the headstone provided that the solar-powered light is of a style and material specified by the city; an example of such acceptable solar-powered light shall be displayed in the cemetery office; and
 - b. Up to two (2) battery-powered or solar-powered candles may be placed on a grave site at Christmas and other dates of religious significance;
- (8) Inflatable items, with the exception that up to one (1) balloon no larger than fourteen (14) inches in diameter may be placed on a grave site on special dates;
- (9) Figurines or statuettes, with the exception that up to one (1) figurine or statuette of a religious subject (e.g., angel, saint, or the like) may be placed on a grave site on special dates provided it is placed upon a headstone or grave maker, is no more than twelve (12) inches in height, and is made of natural stone or cast concrete;
- (10) An ornament or item of any type that:
 - a. Interferes with the maintenance of the cemetery; or
 - b. Presents a potential safety hazard to cemetery staff and the public; or
 - c. Offends or insults any segment of the population that resides in the community; or
 - d. Disrespects the hallowed ground of the cemetery; or

- e. Disrupts the good order of the cemetery.
- (d) Flags may be placed on the grave site of a veteran in accordance with the following rules:
 - (1) Up to one (1) American flag no larger than thirteen by eight inches (13 × 8) may be placed on a grave site on Veteran's Day, Memorial Day and Independence Day;
 - (2) Any flag remaining on a grave site after seven (7) days shall be removed by cemetery staff without the need for notice; flags so removed shall be delivered to the local chapter of the VFW for re-use or, if faded or damaged, shall be destroyed in a dignified manner in accordance with Title 4, Chapter 1, Section 8, U.S. Code ("Respect for the Flag").
 - (3) A length of one-quarter-inch ($\frac{1}{4}$) PVC extending no higher than six inches (6) above the ground may be installed as a permanent receptacle for flags to be placed on dates that honor veterans.
 - (4) Small American flags no larger than six inches by four inches may (6×4) be incorporated into floral arrangements at all times during the year.
- (e) All decorations shall be placed on a grave site at the owner's risk, and the city shall not be responsible for the loss of any decorations by any cause whatsoever.

Sec. 2-645. - Notice of noncompliance with rules and regulations.

- (a) If a grave site is determined to be in violation of the rules and regulations of the cemetery, the cemetery manager shall place upon the grave site a flag or other marker that will serve as notification of the violation. If the violation is not corrected within thirty (30) days of flagging or marking the grave site, the cemetery manager shall remove the item(s) that are determined to be in violation of the rules and regulations at no risk to the city. Concurrent with the marking of the grave, the cemetery administrator shall forward written notice of the violation to the address on file with the city for the lot owner or his representative. If there is no address on file with the city, flagging or marking the grave site shall be the only notice required. Second and subsequent violations of the same rule or regulation shall not require notice, and the cemetery manager shall immediately remove the item(s) that are determined to be in violation at no risk to the city.
- (b) With the exception of plantings, items removed from a grave site for violation of rules and regulations shall be placed in a bag that is sealed and labeled with the name of the deceased, the location of the grave site, and the date of removal from the grave site. The bag shall be stored by the city for a period of twelve (12) months. After the expiration of twelve (12) months, unclaimed bags shall be disposed of by the city. The city shall bear no liability for items so disposed.
- (c) Trees, shrubs, or other plantings removed from a grave site may be transplanted to a common area of the cemetery or discarded, whichever is most appropriate.

(d) The cemetery manager shall maintain a record that lists items removed from a grave site, the name of the deceased, the location of the grave site, the date of removal from the grave site, the date claimed by the family or the date of disposal by the city, if applicable.

Secs. 2-646—2-650. - Reserved.

DIVISION 5. - RULES OF CONDUCT

Sec. 2-651. - Visiting hours.

The cemeteries shall be open for visitation purposes from sunrise to 9:00 p.m. daily. Persons visiting between sunset and 9:00 p.m. shall do so at their own risk. Any person entering the cemeteries after 9:00 p.m. and before sunrise without the prior approval of the city shall be deemed to be trespassing and subject to the penalty provided in section 1-15 of the city Code.

Sec. 2-652. - Use of roadways and entrances.

(a) No person shall use the roadways of the cemeteries as public thoroughfares for passage through the cemetery or for any other purpose, other than for attendance at funerals, memorial occasions, visits to graves or cemetery lots, or other similar uses and purposes, including official business.

(b) No person shall climb over, go through or go over any wall, fence or hedge in the cemetery, trespass in any manner upon cemetery property, or enter or leave the cemetery at any place other than at regularly established gateways or entrances and at such times as are established by the city for visitation.

Sec. 2-653. - Pedestrians.

(a) Persons walking within a cemetery shall use only the avenues, roads, walks and alleys and no one shall be permitted to walk upon or across lots or lawns unless it is necessary to do so to gain access to one's own lot. The city shall not be liable for any injury sustained by anyone violating this rule.

(b) Persons visiting a cemetery or attending a funeral are strictly prohibited from writing upon, defacing or injuring any memorial, fence or other structure within the cemetery.

(c) Persons visiting a cemetery or attending a funeral are strictly prohibited from gathering flowers, either wild or cultivated, breaking or injuring any tree, shrub or plant, or feeding or disturbing the birds, fish or other animal life within the cemetery.

Sec. 2-654. - Vehicles.

(a) *Admission.* Admission of vehicles upon cemetery roads shall be permitted as a

privilege and not as a right inherent to the ownership of interment rights in a burial space. Admission of vehicles is restricted to persons who observe the traffic rules of the city.

(b) *Entrance.* No vehicle shall enter a cemetery except through a regular entrance maintained for such purpose.

(c) *Driving on lots and lawns.* No person shall drive a vehicle over cemetery lots or upon cemetery lawns under any circumstances whatsoever.

(d) *Parking.* No person shall park any vehicle so as to obstruct any cemetery driveway, and no person shall drive or park any vehicle on any burial space. Parked vehicles must not be left with the engine running, and the emergency brake must be set when the driver is not in the vehicle.

(e) *Speed.* No person shall drive a vehicle at a speed in excess of ten (10) miles per hour.

(f) *U-turns.* No person shall make a U-turn on any road or driveway within the cemetery.

(g) *Horns, sirens or other similar noise emitting instrumentalities.* The sounding of horns, sirens or similar signals within the cemeteries is prohibited.

(h) *Funeral processions.* Drivers of vehicles in a funeral procession shall obey all traffic rules. When a vehicle meets a funeral procession, the driver must stop until the procession passes. A driver must not pass a funeral procession going in the same direction.

(i) *Pedestrian safety.* Visitors upon foot have the primary right to use of the road, and all drivers of vehicles are required to observe pedestrian rights by careful driving and strict adherence to the rules.

Sec. 2-655. - Miscellaneous rules of conduct.

(a) *Alcoholic beverages.* No person shall consume any alcoholic beverage, including beer and wine, within the boundaries of the cemeteries.

(b) *Children.* Children under fifteen (15) years of age shall not be permitted within a cemetery or its buildings unless accompanied by an adult who will be responsible for their conduct. Children, when accompanied by an adult, shall not play upon cemetery lots or lawns.

(c) *Dogs and other animals.* Dogs and other domestic animals or non-domestic animals are prohibited on cemetery grounds or in cemetery buildings, except that this prohibition shall not apply to service animals accompanied by their owner.

(d) *Disrespecting grave sites.* No person shall disrespect or desecrate grave sites by lying, sitting, or standing on top of markers, monuments or any other memorial structures.

(e) *Disturbing funerals.* No loud talking shall be permitted within hearing distance of funeral services.

(f) *Peddling or soliciting.* Peddling of flowers or plants or soliciting the sale of any commodity is prohibited within the boundaries of the cemeteries.

(g) *Littering.* The throwing of trash or litter on the drives, paths, lawns, lots or any other part of the cemetery grounds is prohibited.

(h) *Food and beverages.* No food or beverages shall be permitted in the cemeteries.

(i) *Signs and advertisements.* No signs, notices or advertisements of any kind shall be allowed in a cemetery unless placed by the city.

(j) *Firearms.* No firearms shall be permitted in the cemeteries except for ceremonial purposes by a military escort accompanying the funeral of a veteran or a law enforcement officer or attending memorial services.

(k) *Other inappropriate activities.* No person shall disturb the peace or disrupt the proper order of any cemetery by yelling, fighting, running, engaging in games or sports activities, engaging in horseplay, playing loud music, or using offensive words or insults. No person shall loiter or wander aimlessly about on cemetery grounds.

Sec. 2-656. - Vandalism or injury to cemeteries.

(a) In accordance with F.S. § 872.02, any person who willfully and knowingly destroys, mutilates, defaces, injures or removes any tomb, monument, marker, gravestone or other item intended for the protection, identification or ornamentation of any tomb, monument or gravestone or willfully destroys, mutilates, removes, cuts, breaks or injures any tree, shrub, or plant placed or being within the boundaries of the cemeteries is guilty of a misdemeanor of the first degree, punishable as provided in F.S. § 775.082 or F.S. § 775.083. However, if the damage to such property is greater than one hundred dollars (\$100.00) or if any property removed is greater in value than one hundred dollars (\$100.00), then he is guilty of a felony of the third degree, punishable as provided in F.S. § 775.082, F.S. § 775.083, or F.S. § 775.084.

(b) Any person who willfully and knowingly disturbs the contents of a tomb or grave is guilty of a felony of the third degree, punishable as provided in F.S. § 775.082, F.S. § 775.083, or F.S. § 775.084.

(c) This section shall not apply to any person authorized by law to remove or disturb a tomb, monument or gravestone or the contents of a tomb or grave.

Secs. 2-657—2-699. - Reserved.

SECTION 2. SEVERABILITY. If any clause, section, or provision of this ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage by the City Commission.

CERTIFIED AS TO PASSAGE THIS _____ day of _____ 2015.

Mayor/Deputy Mayor, City of Lake Wales

Attest:

Clara VanBlargan, MMC, City Clerk

MEMORANDUM

July 28, 2015

TO: Honorable Mayor and City Commission

VIA: Ken Fields, City Manager

FROM: Joe Jenkins, Fire Chief

RE: Ordinance 2015- 06, Amendment to Fire Prevention Ordinance – 2nd Reading & Public Hearing

SYNOPSIS: The Adoption of Ordinance 2015- 06 provides an amendment to the Lake Wales Code of Ordinances, Chapter 10, Fire Prevention. The amendment is necessary to give the City Commission the ability to annually set the fire assessment fee rate for contracted areas outside of the incorporated boundaries of the City.

RECOMMENDATION

It is recommended that the City Commission adopt Ordinance 2015- 06 after second reading and public hearing. The advertisement requirement for a public hearing was met on July 25, 2015.

BACKGROUND

The City enters in to an agreement each year with the Village of Highland Park to provide fire protection services. The current rates are \$108 per single family homes, \$49 for multi-family dwellings and \$.117 per square foot for commercial. These rates are currently listed in Lake Wales Code of Ordinances, Chapter 10, Fire Prevention. The total amount of the current contract with the Village of Highland Park is \$9,823 per year.

OTHER OPTIONS

Do not approve the amendments and continue charging the Village of Highland Park the rates established in City Ordinance.

FISCAL IMPACT

Adoption of Ordinance 2015-06 will generate an additional \$6,687 in revenues if current City Fire Assessment rates are applied
Cost for Codification of Ordinance 2015- 06

ATTACHMENTS

Ordinance 2015- 06

ORDINANCE 2015-06

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING CHAPTER 10, FIRE PREVENTION, SECTION 10-6(b)(2), LAKE WALES CODE OF ORDINANCES, TO PROVIDE FOR CALCULATION OF THE FEE FOR ANY FIRE PROTECTION AGREEMENTS WITH POLITICAL SUBDIVISIONS OTHER THAN POLK COUNTY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED by the City Commission of the City of Lake Wales, Polk County, Florida:

SECTION 1. Chapter 10, Fire Prevention, Section 10-6(b)(2), Lake Wales Code of Ordinances is hereby amended to read as follows:

(2) *Annual fire protection agreement.* The city manager shall be authorized to execute annual fire protection agreements with any political subdivision other than Polk County, business or corporation owning property outside the corporate limits on the following fee basis:

- a. ~~*Business/commercial-Commercial.*~~ Fee shall be calculated at the current Fire Assessment Fee rate as adopted each year by the City Commission or as otherwise established by the City Commission for each fiscal year. ~~rate of eleven and seven-tenths cents (\$0.117) per square foot of property covered by the agreement.~~
- b. *Residential.* Fee shall be calculated at the current Fire Assessment Fee rate as adopted each year by the City Commission or as otherwise established by the City Commission for each fiscal year. ~~on the basis of one hundred eight dollars (\$108.00) per single-family dwelling unit covered by the agreement. Fee shall be calculated on the basis of forty-nine dollars (\$49.00) per multi-family dwelling unit or lodging unit covered by the agreement.~~

SECTION 2. If any clause, section or provision of this ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 3. This ordinance shall become effective immediately upon its passage by the City Commission.

CERTIFIED AS TO PASSAGE THIS _____ DAY OF _____ 2015.

BY: _____
Eugene Fultz, Mayor/Commissioner
City of Lake Wales, Polk County, Florida

ATTEST:

Clara VanBlargan, MMC, City Clerk

MEMORANDUM

July 28, 2015

To: Honorable Mayor and City Commissioners

Via: Kenneth Fields, City Manager

From: Teresa Allen, Assistant Public/Support Services Director

Subject: Resolution 2015-15, Provision for Municipal Cemetery Rates

Synopsis: The City Commission will consider approving Resolution 2015-15, to establish cemetery rates for municipal cemeteries.

RECOMMENDATION

1. Approve Resolution 2015-15, establishing cemetery rates for municipal cemeteries.

BACKGROUND

The City of Lake Wales Code of Ordinances, Chapter 2 Cemetery Administration, Section 2-616: Sale of interment rights in burial spaces, governs the price of cemetery burial spaces in the municipal cemeteries.

On February 5, 2013, the City Commission was provided with information for construction of a new cemetery or privatization of future cemeteries within the City limits. The City Commission provided direction to staff that a new municipal cemetery needed to have a fee structure which at some point in the future would enable operating costs to be sustainable.

Resolution 2015-15 establishes cemetery rates for Lake Wales Cemetery, the Willow Lawn Cemetery and Lake Wales Memorial Gardens. The city shall sell interment rights in burial spaces in accordance with the fees established. The fees shall be automatically adjusted annually on October 1st based on June's annual CPI (consumer price index) or two and one-half (2.5) percent, whichever is greater, without further need for commission action.

FISCAL IMPACT

Annual revenue will be based on the number of burial spaces sold.

OTHER OPTIONS

Do not approve Resolution 2015-15.

ATTACHMENT

Resolution 2015-15

RESOLUTION 2015-15

A RESOLUTION OF THE CITY OF LAKE WALES, FLORIDA, PROVIDING FOR MUNICIPAL CEMETERY RATES, PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City intends that municipal cemetery fees will fund all, or a portion of, the costs relating to perpetual care for the municipal cemeteries.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WALES, FLORIDA:

Section 1. AUTHORITY. This Resolution is adopted pursuant to Ordinance 2015-05; Chapter 2 – Administration, Article VI. – Cemetery Administration, Section 2-616; and all other applicable provisions of law.

Section 2. FINDINGS. The above stated recitals are hereby incorporated as part of this Resolution.

Section 3. MUNICIPAL CEMETERY RATES. The City's municipal cemetery rates are as follows:

LAKE WALES CEMETERY AND WILLOW LAWN CEMETERY

Interment Right in Burial Spaces

	Resident	Other Nonresident
Cemetery Grave Space		
Baby Land	\$ 210.00	\$ 420.00
Adult Space	625.00	1,250.00
Cremation Space	210.00	420.00
Mausoleum Crypt		
Double	3,700.00	7,400.00
Collected at time of sale		
Ground Lot Marker	5.00	10.00
Collected at time of interment		
Vault & Casket ID	5.00	10.00
Tags		
Grave Locating Fee	75.00	150.00
Memorial Brick	50.00	75.00
Foundation Permit Fee	25.00	35.00

LAKE WALES MEMORIAL GARDENS CEMETERY

	Interment Right in Burial Spaces	
	Resident	Other Nonresident
Cemetery Grave Space		
Adult	\$ 1,300.00	\$ 1,600.00
Child/Infant	400.00	500.00
Cremation	500.00	625.00
Collected at time of sale		
Ground Lot Marker	5.00	10.00
Collected at time of interment		
Vault & Casket ID	5.00	10.00
Tags		
Grave Locating Fee	75.00	150.00
Memorial Brick	50.00	75.00
Foundation Permit Fee	25.00	35.00

Note: The City of Lake Wales does not perform grave openings and closings. Prices shown above for the purchase of interment rights in burial spaces do not include the cost of openings; closings, vaults, monuments, crypt lettering, or similar items.

In accordance with section 2-616(a), Lake Wales Code of Ordinances, the schedule of fees shall be automatically adjusted annually, beginning on October 1, 2016, to reflect an increase based on June's annual CPI or two and one-half (2.5%) percent, whichever is greater.

Section 4. SEVERABILITY. It is the intent of the City Commission of the City of Lake Wales that if any section, sentence, clause, phrase or provision of this Resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Resolution.

Section 5. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

THIS RESOLUTION INTRODUCED AND PASSED by the City Commission of the City of Lake Wales, Polk County, Florida, at its regular meeting on August 4, 2015.

Eugene Fultz, Mayor

Attest:

Clara VanBlargan, MMC, City Clerk

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Albert C. Galloway, Jr., City Attorney
VIA: Kenneth Fields, City Manager
SUBJECT: Former Adult Day Care facility sale to Central Florida Health Care, Inc., by Polk County.
DATE: July 28, 2015

Recommendation: That the City Commission approve the sale of certain real property currently leased to Polk County which has been utilized in the past as a part of the former Adult Day Care facility located on Central Avenue. That the City Commission also authorize the Mayor to execute the Deed which will convey the property to Polk County.

Background: On October 20, 2009, the City entered into a 50 year Lease with Polk County which provided additional lands which were needed for the development of the Adult Day Care Center on Central Avenue. The City continues to hold title to that portion which was leased to Polk County. Polk County has been negotiating a sale and purchase of the facility with Central Florida Health Care, Inc. The leased lands are needed by the County as a part of this transaction. Based on the appraisal performed on the property, the City's portion of the property has a value of approximately \$58,000.00. The contemplated sale will put the property back into beneficial use for the benefit of the public.

Fiscal impact: The City will receive payment in the amount of \$58,000.00 if the transaction is consummated by Polk County and Central Florida Health Care, Inc.

Alternatives: There are no alternatives to this action which will facilitate closing of the contemplated sale and purchase.

Attachments: Deed

Instrument Preparer:
Albert C. Galloway, Jr.
Albert C. Galloway, Jr., P.A.
202 E. Stuart Avenue
Post Office Box 3339
Lake Wales, FL 33859-3339
863/679-5333

RETURN TO: ALBERT C. GALLOWAY, JR.

DEED

This Indenture is from the **CITY OF LAKE WALES**, a Florida municipal corporation, (“Grantor”), PO Box 1320, Lake Wales, Florida 33859, to **POLK COUNTY**, a political subdivision of the State of Florida, (“Grantee”), P.O. Box 9000, Bartow, FL 33831-9000.

Witnesseth, that for and in consideration of the sum of \$10.00, and other good and valuable consideration in hand paid by Grantee to Grantor, the receipt and sufficiency whereof Grantor acknowledges, Grantor has granted, bargained, and sold to Grantee, and Grantee's successors and assigns forever, the following described real property (the "Property") in Polk County, Florida:

SEE EXHIBIT “A”

This conveyance is given in accordance with the provisions of §163.400, Florida Statutes.

TO HAVE AND TO HOLD the same, together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest and claim whatsoever of the said Grantor, either in law or equity, to the only proper use, benefit and behoof of the said Grantee, subject to current taxes, easements, and restrictions of record.

Signed by the Grantor this ____ day of August, 2015.

Signed, sealed, & delivered in our presence as witnesses:

CITY OF LAKE WALES

Witness #1 sign above
Print witness name ▶

Eugene Fultz, Mayor

ATTEST:

Witness #2 sign above
Print witness name ▶

Clara VanBlargan, City Clerk

STATE OF FLORIDA
COUNTY OF POLK

ACKNOWLEDGMENT

This instrument was acknowledged before me in Polk County, Florida, this ____ day of August, 2015, by Eugene Fultz, Mayor of the City of Lake Wales, Florida, on behalf of the City, (__) who is personally known to me.

(SEAL)

Notary Public

EXHIBIT "A"

PARCEL B

A parcel of land being a portion of a parcel described in Deed Book 1047, Page 454, and also being a portion of Lot 2, Block 3, TWIN LAKE PARK ADDITION TO LAKE WALES, as recorded in Plat Book 3-A, Page 8, Public Records of Polk County, Florida, and lying in Section 02, Township 30 South, Range 27 East, Polk County, Florida, being more particularly described as follows:

COMMENCE at the Southeast corner of said Lot 2; thence North 00° 05'39" West, along the East line of said Lot 2, a distance of 310.00 feet, to the South line of a parcel as described in Official Records Book 8004, Page 1333, of said Public Records; thence South 89° 38'26" West, along said South line, 171.00 feet to the West line of said Official Records Book 8004, Page 1333; thence North 00° 05'39" West, along said West line, 70.00 feet to a point on the southerly right-of-way line of Westend Boulevard as described in Official Records Book 715, Page 352, of said Public Records, said point also being on the North line of the South 380.00 feet of said Lot 2, Block 3, and the Point of Beginning; thence South 89° 38'26" West, along said North line of the South 380 feet, 32.17 feet, to a point on the southerly right-of-way line of Westend Boulevard as established by this description, said point being on a curve concaved westerly, having a radius of 77.00 feet, a central angle of 53° 24'21", a chord bearing of North 03° 01'26" East, and a chord distance of 69.20 feet; thence northerly along the arc of said curve and said southerly established right-of-way line, 71.77 feet to the southerly right-of-way line for Central Avenue as described in Official Records Book 106, Page 219, of said Public Records; thence North 68° 33'14" East, along said southerly right-of-way line, 30.49 feet to the West line of said parcel described in Official Records Book 8004, Page 1333; thence South 00° 05'39" East, along said West line, 80.05 feet to the Point of Beginning.

PARCEL C

A parcel of land being a portion of parcels described in Deed Book 1047 Page 454 and Official Records Book 222 Page 87, and also being a portion of Lot 2, Block 3, TWIN LAKE PARK ADDITION TO LAKE WALES, as recorded in Plat Book 3-A, Page 8, Public Records of Polk County, Florida, and lying in Section 02, Township 30 South, Range 27 East, Polk County, Florida, being more particularly described as follows:

COMMENCE at the Southeast corner of said Lot 2; thence North 00° 05'39" West, along the East line of said Lot 2, a distance of 310.00 feet, to the South line of a parcel as described in Official Records Book 8004, Page 1333, of said Public Records; thence South 89° 38'26" West, along said South line, 171.00 feet to the West line of said parcel described in Official Records Book 8004, Page 1333; thence North 00° 05'39" West, along said West line, 70.00 feet to the North line of the South 380 feet of said Lot 2; thence South 89° 38'26" West, along said North line, 131.79 feet to the northerly right-of-way line of Westend Boulevard as established by this description and the Point of Beginning; thence South 52° 16'01" West, along said northerly right-of-way line, 49.41 feet to the point of curvature of a curve, concaved northwesterly, having a radius of 392.44 feet, a central angle of 22° 23'57", a chord bearing of South 63° 27'59" West and a chord distance of 152.45 feet; thence southwesterly along the arc of said curve and said northerly right-of-way line, 153.42 feet to the easterly line of Parcel One as described in Official Records Book 2525, Page 1555, of said Public Records; thence North 02° 32'23" West, along said easterly parcel line, 69.98 feet to a point on the southerly right-of-way line for Central Avenue as described in Official Records

Book 106, Page 226, of said Public Records, said point being on a curve concaved northwesterly having a radius of 1225.92 feet, a central angle of 03° 02'55", a chord bearing of North 76° 29'42" East and a chord distance of 65.22 feet; thence northeasterly along the arc of said curve and said southerly right-of-way line, 65.23 feet; thence North 15° 01'45" West, along said southerly right-of-way line, 5.00 feet to a point on curve concaved northwesterly, having a radius of 1220.92 feet, a central angle of 01° 21'11", a chord bearing of North 74° 17'39" East, and a chord distance of 28.83 feet; thence northeasterly along the arc of said curve and said southerly right-of-way line, 28.83 feet, to a point of intersection with said North line of the South 380 feet and the southerly right-of-way line as described in Official Records Book 106, Page 219, of said Public Records; thence continue along said southerly right-of-way line on a curve concaved northwesterly, having a radius of 1220.92 feet, a central angle of 05° 03'50", a chord bearing of North 71° 05'09" East, and a chord distance of 107.87 feet; thence northeasterly along the arc of said curve and said southerly right-of-way line, 107.90 feet, to the point of tangency, thence North 68° 33'14" East, along said southerly right-of-way line, 36.66 feet to the northerly maintained right-of-way line of Westend Boulevard as shown on Florida Department of Transportation Right-of-Way Map, Section 1600-113 of said Public Records; thence South 21° 26'46" East, along said northerly maintained right-of-way line 9.12 feet, to the northerly right-of-way line of Westend Boulevard as described in Deed Book 571, Page 7, of said Public Records; thence South 52° 16'01" West, along said northerly right-of-way line, 64.26 feet to the Point of Beginning.

Subject to a Florida Power distribution easement per Official Records Book 8115, Page 1745, of the Public Records of Polk County, Florida.

MEMORANDUM

July 27, 2015

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: City Clerk Clara VanBlargan, MMC

RE: Appointment – Library Board

SYNOPSIS: Appointments fill vacancies due to resignations, expiration of terms, newly established boards, etc.

RECOMMENDATION

The Mayor makes appointments to various citizen advisory and regulatory boards, commissions, committees, and authorities with the advice and consent of the City Commission (City Charter, Sec. 3.06).

The Mayor is asked to make the appointment as deemed appropriate.

BACKGROUND

Vacancies exist on various Boards, Commissions, and Committees due to resignations, expirations of terms, newly established boards, etc.

Lake Wales Code of Ordinances Sec. 2-26 (3). Limit on Consecutive Terms:

- (a) Except as provided in paragraph (b) below, no person shall serve more than three (3) consecutive terms on a single board, commission or committee except that a person appointed to a partial term that is less than one-half ($\frac{1}{2}$) of the normal term for that particular board, commission or committee shall be permitted to serve three (3) consecutive terms in addition to the partial term. Members appointed before July 1, 1989, may be permitted to serve three (3) additional consecutive terms. This limit on consecutive terms may be waived for members of regulatory boards (i.e., planning and zoning board, board of appeals, code enforcement, etc.) with the recommendation of the city manager where, in the sole discretion of the city manager, special circumstances exist which warrant the appointment of a particular member to an additional term.
- (b) There shall be no limit to consecutive terms served by an elected or appointed trustee on a board established for the purpose of administering an employee retirement plan.

Library Board (City Code Sec. 2-26,(b)) – The board consists of five (5) members. Four members must reside in the City, own property in the City or hold a valid business tax receipt issued from by the City. One member shall be a resident of the unincorporated Greater Lake Wales area having a Lake Wales address or a resident of the City of Lake Wales if the Lake Wales Public Library is a member of the Polk County Cooperative and receives operating funds from Polk County Board of County Commissioners (Ordinance 2008-07; 02/19/08). (5-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are **not** required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **1 vacancy, resident**

Applying for appointment; partial term expiring 7/1/16: Brystal Michalkiewicz, resident

Current Meeting Schedule: 2nd Wednesday @ 11:00 a.m.; Lake Wales Library

Primary Duties: Operate the public library; control expenditures of all monies collected or donated to the Library Fund; appoint the library staff and establish rules and regulations for operation and use of the Library subject to the supervision and control of the City Commission.

Current Members: Glenda Morgan, outside	08/06/96 – 07/01/16, 4-Final
Donna Geils, resident	12/02/14 – 07/01/17, 1
Vacant, resident	– 07/01/16, partial
Cheryl Garnett, resident	03/05/13 – 07/01/18, 1
Beverly Lamar, resident	07/01/04 – 07/01/19, 3-Final

OPTIONS

Do not appoint the applicants named above and seek other applicants; however, it may be difficult for the boards to obtain a quorum until vacancies are filled.

FISCAL IMPACT

None. These are volunteer citizen boards.

ATTACHMENTS

Application

Email from Applicant

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

City of Lake Wales, City Clerk's Office, P.O. Box 1320, Lake Wales, FL 33859-1320

Board/Commission/Committee Lake Wales Public Library Board

Applying for:

☐

reappointment

City Resident?

Yes
Full-time ☒Yes
Part-time ☐No
☐

City Business Tax?

Yes
☐No
☒☒

new appointment

Registered Voter?

Yes,
Florida ☒Yes,
Other ☐No
☐

Own Property in City?

Yes
☒No
☐

Name

Brystal O. Michalkiewicz

Home Address

344 East Park Avenue

Home Phone

863-232-2096

Business Address

NA

Business Phone

NA

Employer

NA

Occupation/Type of Business

NA

If applicant is not a city resident or does not pay business tax to city, please provide physical address of property owned within the city limits.

Special knowledge or experience applicable to function of board/commission/committee

Our family visits and uses the Public Library weekly. We have participated in many of it's programs including: Wiggles & Giggles, STEM Science for Kids, B-Mail, Summer Reading Program, Overdrive, taking classes, and enjoying family activities. I have also volunteered with Friend of the Library with my children.

Other community involvement

I've been a resident of Lake Wales since 1984, graduating from Lake Wales High in 1996. After college, we returned to Lake Wales to have and raise our family. I have volunteered with the Care Center, Olmstead Historic Neighborhood plantings, with First Presbyterian Church (of which I am a member), and participate in community events including the Farmer's Market, Pioneer Day, Arts Show and Arts Council concerts downtown. I look forward to living and being active in Lake Wales for many years.

Fla. Statute 760.80 requires the City of Lake Wales to maintain and report the following information:

Race/EthnicityAfrican-American ☐Asian-American ☐Hispanic-American ☐Native-American ☐Caucasian ☒**Gender**Male ☐Female ☒**Physically Disabled?**Yes ☐No ☒

I understand that I may be required to complete a Financial Disclosure Form in accordance with the requirements of Florida Law for every year during which I serve as an appointee. I further understand that refusal to file a required Financial Disclosure will result in my removal from the board/commission/committee to which I have been appointed.

BOM
applicant initials

Have you ever been convicted of a felony?

☐

Yes

If yes, please explain on separate paper and attach to application.

☒

No

List 3 references who reside in the city:

Chad Reynolds

863-676-0711

name

phone

Donna Geils

863-604-5503

name

phone

Judy Perry

863-676-0585

name

phone

Contact City Clerk's Office to schedule appointment with board chairman and board support staff.

Brystal O. Michalkiewicz
applicant signature

Click to Print

date

07/25/2015

If the applicant is not appointed at the next City Commission meeting scheduled for the purpose of making appointments, this application will be retained on file for 6 months.

e-mail brystal.michalkiewicz@gmail.com

From: [Brystal Michalkiewicz](#)
To: [Clara VanBlargan](#)
Subject: Lake Wales Public Library Board
Date: Saturday, July 25, 2015 8:12:46 AM
Attachments: [Board Application \(PDF\) BrystalMichalkiewicz_signed.pdf](#)

Good Morning Ms. Vanblargan,

I spoke with Tina Peak and Kara Wiseman and they asked me if I would like to serve on the Board for the Public Library. I would, and would like to submit to you my application. Please advise the next step that I need to take.

Thank you in advance for your time. Have a lovely week!

Best Regards,

Brystal Michalkiewicz

CITY OF LAKE WALES PROJECT TRACKING LIST 2014-2015

PROJECT	BUDGET	COMMISSION	SCHEDULED	CURRENT	STATUS
NAME		APPROVAL	COMPLETION	STATUS	UPDATED
AIRPORT					
Runway Extension	\$5,300,000 - \$4,300,000	Yes		Plans at 98%. Project is being market priced. Mitigation bank property acquired. Review to follow. Funding from various sources under investigation, i.e. FAA and FDOT. All white papers complete. See Airport Master Plan. Both FAA and FDOT have indicated support for funding.	7/27/2015
Airfield Improvements (Task Order #15)	\$161,000	yes - 7/2/13	9/30/2015	Commission accepted FAA agreement at Sept. 3 meeting. Task Order #16 with Hoyle Tanner for construction engineering and Dickerson Florida, Inc. for construction services was approved by the City Commission October 7, 2014. Pre-construction meeting was held, Wednesday, October 8, 2014. Project began on Monday, November 10, 2014 and is on schedule. The borrow pits (ponds) have been drained and are being filled (80% complete). Next step is demolition of taxiway delta. Overall project is at 45% completion and is still on schedule.	7/27/2015
RECREATION					
Skate Park Improvements	\$50,000	7/15/2014	9/30/2015	Construction has been completed. Close out in process.	7/27/2015
Gym Floor Replacement	\$68,212	6/2/2015	9/30/2015	Contract awarded to Signature Sports Flooring. Work to begin August 24.	7/27/2015
SEWER SYSTEM					

C Street Project	\$6,695,751	yes - 6/2/15		Close out Documents have been submitted for Phase I. Phase II Application has been approved and was submitted June 22	7/27/2015
Relocation of Water/Sewer Lines on HWY 27 near Vanguard	\$300,000			pre bid scheduled 08-12-15; bid opening scheduled 09-03-15	7/27/2015
Other items approved or discussed at Commission Meetings					
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			to be determined	Construction is underway on the FDOT's 3.5-mile project. Construction of 1.5 miles of new sidewalks and improvements to the storm water system are progressing. Replacement of traffic lights and crosswalk improvements are included. Resurfacing will extend from Mt. Lake Cut-off to Ray Martin Road. Progress meeting are held weekly every Tuesday.	7/27/2015
Road Improvements (N Market ST & W. Central Ave.)	\$91,253	7/7/2015		Work began on Friday, 4/24 and both are expected to be completed by 8/7.	7/27/2015
Cemetery			4/30/2015	Project complete - need closeout	7/27/2015
Spook Hill Sign		12/18/12 - Sign		Delivered the bas relief to the Walesbilt. The draftsman is meeting with builder any day now, then engineer approves drawings for stamps-permits.	7/27/2015

Preservation of Spook Hill				Sunrise Apartments have planted oaks along the retention pond and roadway. In Phase 2, they will build the emergency entrance and fence, and put in additional landscaping with the rest of the buffer.	7/27/2015
Library Statistics (April)				Total Circulation Books-by-Mail: 31,289 Total In-house circulation: 161,440 Total new borrowers: 854 Total attendance at programs: 9,416 Computer users: 26,125	7/27/2015
COMPLETED PROJECTS					
Website redesign	\$25,000		6/1/2015	New Website has been launched. Project Complete.	7/27/2015
Lake Wailes Trail	\$200,000	yes-1/15/13	3/31/2015	This grant is closed out. Project complete.	7/27/2015
Audiovisual Solution for the James P. Austin center	\$26,873	2/17/2015	4/17/2015	This project is complete.	7/27/2015

CITY COMMISSION ITEMS - STATUS REPORT

TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS
Building Official assessing city's recreation/community buildings	10/30/2012	Cliff Smith, Don Porter & James Slaton	Commission	Due to recent organizational restructuring, the scope of the remaining facility assessments will be re-evaluated. A new schedule of assessments will be presented later in the year.	7/27/2015
Renaming of Washington Avenue to Obama Avenue	12/2/2014	James Slaton	Howell	Commission voted to approve a street to be named after Obama but voted down the resolution to change Washington Avenue. Suggestions for alternative streets for renaming are being solicited.	7/27/2015
Depot Museum	3/2/2015	Kenneth Fields	Thornhill	New Director has begun work.	7/27/2015

COMPLETED ITEMS

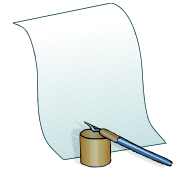
STRATEGIC PLAN ITEMS - STATUS REPORT

TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS
Green Initiatives	1/12/2013	Slaton		1. Police department arrest packets are now digitally transmitted. 2. Traffic crash reports are now digitally transmitted. 3. Traffic citations are in the testing phase of being digitally transmitted. (These will save paper & eliminate the need to drive to Bartow to deliver them) 4. Human Resources/Finance is transitioning to electronic time sheets.	7/27/2015
Capital Replacement Policy	1/12/2013	Ecklund		Deferred by City Manager so as to include capital financing approaches. Will be revisited during the budget process.	7/27/2015

Approximate Seating Capacity:

- Commission Chamber **110**
- Employee Break Room **30**
- CM Conference Room **10**

CITY COMMISSION MEETING CALENDAR



[Regular City Commission meetings are held at 6:00 p.m. on the first and third Tuesday of each month in the Commission Chambers. Workshops & Special meetings to be scheduled accordingly. Meeting dates & times are subject to Change.]

City Commission Meetings – August 2015

Tues, August 4, 2015	Regular	6:00 p.m.	Commission Chambers
Mon, August 10, 2015	Polk County Water Summit; 9am – 11am, City of Haines City - Lake Eva Banquet Hall (Meeting for Elected Officials)		
Tues, August 11, 2015	Workshop	6:00 p.m.	Commission Chambers
Tues, August 18, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, August 25, 2015 (Tentative)	Workshop	6:00 p.m.	Commission Chambers

City Commission Meetings – September 2015

Thurs, September 3, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, September 15, 2015	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – October 2015

Tues, October 6, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, October 20, 2015	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – November 2015

Tues, November 3, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, November 17, 2015	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – December 2015

Tues, December 1, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, December 15, 2015	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – December 2016

Tues, January 5, 2016	Regular	6:00 p.m.	Commission Chambers
Tues, January 19, 2016	Regular	6:00 p.m.	Commission Chambers

City Commission Agenda Packets for workshop and regular meetings are generally posted on the City's website by 12:00 p.m., the Wednesday before the scheduled meeting.

Minutes of City Commission meetings can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

Appeals concerning decisions on issues requiring a public hearing:

Persons who wish to appeal any decision made by the City Commission with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

OTHER MEETINGS & EVENTS

DATE	TIME	TITLE	DESCRIPTION	LOCATION	Event/Location Map; Agendas
Regular BOCC Meetings & Hearings	9am reg. meetings & 1:30pm public hearings	Polk County Board of County Commissioners Meetings	Regular BOCC meetings & public hearings are usually held Monthly; 1 st & 3 rd Tuesdays	Neil Combee Administration Bldg., 330 West Church Street, Bartow	Public Hearing / Work Session List (Note: Check Website Daily for Updates) Information: 863-534-6090) http://www.polk-county.net
August 10 th	9am – 11am	Polk County Water Summit	All Elected Officials are encouraged to attend!	City of Haines City - Lake Eva Banquet Hall	
August 16 th	4pm – 6pm	Block Party	First Baptist Church Event with Streets Closing	Cephia Street between both intersections of Yarnell Avenue	
September 25 th & 26 th	<u>Friday, 25th</u> 7pm <u>Saturday, 26th</u> 7am; 8am; 7pm	Quivering Quads – Series of Races	Lake Wales Noon Rotary	Lake Wales Lake	
October 8 th	4:30pm – 6:30pm	2015 Elected Leadership Summit		Polk County History Center 100 E. Main Street, Bartow	
October 24 th	10am-6pm	Spook Hill Thunder	Fund Raising Event	Spook Hill	
October 29 th	4pm – 6pm	Lake Wales High School Homecoming Parade	To include street closings	Downtown	
February 13, 2016	10am – 8pm	Heritage Fest	Green & Gold Foundation & Black Leaders & Entrepreneurs Coalition	Downtown Lake Wales	

BOARDS, COMMITTEES & COMMISSIONS
2015 REPORTING SCHEDULE
[Reporting Dates are Subject to Change]

BOARD, COMMITTEE & COMMISSION	ANNUAL REPORTING DATE	REGULAR MEETING SCHEDULE
Airport Authority Board	Tuesday, February 17 th ✓	1 st Monday; 5:30pm, Chamber
Citizens & Police Community Relations		3 rd Thursday; 6pm; City Hall Lunch Room
Code Enforcement Board	Tuesday, July 7 th ✓	2 nd Monday; 5pm; Chamber
CRA Citizen Advisory Committee		2 nd Thursday; 3:30pm, Chamber
Historic District Regulatory Board		3 rd Thursday; 5:30pm, Chamber
Housing Authority	Tuesday, July 21 st ✓	3 rd Wednesday, 6pm, Housing Authority
Library Board	Tuesday, June 16 th ✓	2 nd Wednesday; 11am, Library
Recreation Commission	Tuesday, May 19 th ✓	3 rd Monday; 12pm, CM Conference Room

IN-ACTIVE BOARDS

Bicycle/Pedestrian Advisory Commission
Drug & Prostitution-Related Nuisance Abatement Board
Enterprise Zone Development Agency
Historic Preservation Board
Lakes Advisory Commission
Parks & Community Appearance Advisory Board

**RESIDENT REQUIREMENTS, CURRENT MEMBERS & VACANCIES
CITY BOARDS, COMMISSIONS, COMMITTEES**

The Mayor makes appointments to various citizen advisory and regulatory boards, commissions, committees, and authorities with the advice and consent of the City Commission (City Charter, Sec. 3.06).

Airport Authority (City Code Sec. 2-41) – The board consists of seven (7) voting members and one (1) non-voting member who is a City Commissioner. At least four (4) voting members must be qualified electors of the City (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **2 vacancies**

Current Members: Charles Keniston, resident	03/06/12 - 07/01/18, 2
Vacant	- 07/01/18
Katherine Rogers, resident, chairman	09/18/12 - 07/01/18, 2
Charles Loomis, resident	11/03/10 - 07/01/16, 2
Robert Kelly, resident	07/03/07 - 07/01/16, 3-Final
Dale Marks, resident	06/17/08 - 07/01/17, 3
Robert Wood, resident	05/19/15 - 07/01/17, 1
Vacant	- 07/01/18
Commissioner Perez, non-voting member	05/19/15 - 05/02/17, 1

Airport Manager (City Code Sec. 2-41(f)(5)) - City Manager

Meetings (City Code Sec. 2-41(r)) - The Lake Wales Airport Authority shall hold regular meetings at least once every month and at such other times as the authority shall determine to be reasonably necessary from time to time.

Current Meeting Schedule: - 1st Monday @ 5:30 PM; Commission Chamber

Duties/Powers (City Code Sec. 2-41(f)) - The Lake Wales Airport Authority exercises its powers and jurisdiction over the property known as the Lake Wales Airport and properties in addition to the Lake Wales Airport so long as they are exercised pursuant to contract with other governmental entities for the operation and supervision of other airports, airfields, and related facilities. The Lake Wales Airport Authority, subject to approval by the Lake Wales City Commission, is hereby authorized and empowered:

1. To adopt bylaws for the regulation of its affairs and the conduct of its business.
2. To adopt an official seal and alter the same at pleasure
3. To maintain an office at such place or places as may be designated by the City of Lake Wales.
4. To sue and be sued in its own name, plead, and be impleaded.
5. To provide oversight of airport operations for the purpose of input and advice to the city manager in his capacity as Airport Manager.
6. To acquire, lease as lessee or lessor, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any airport which may be located on the property of the authority. Nothing in Ordinance 2007-07 shall exempt the Lake Wales Airport Authority from the provisions of chapter 333, Florida Statutes.
7. To issue bonds of the authority, as hereinafter provided, to pay the cost of such acquisition, construction, reconstruction, improvement, extension, enlargement, or equipment.
8. To issue refunding bonds of the authority as hereinafter provided.
9. To fix and revise from time to time and to collect rates, fees, and other charges for the use of or for the services and facilities furnished by any airport facilities or tenant.

10. To acquire in the name of the authority by gift, purchase, or the exercise of the right of eminent domain, in accordance with the laws of the state which may be applicable to the exercise of such powers by municipalities, any lands or rights in land, and to acquire such personal property as it may deem necessary in connection with the acquisition, construction, reconstruction, improvement, extension, enlargement, or operation of any airport facilities, and to hold and dispose of all real and personal property under its control.
11. To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this Ordinance, including a trust agreement or trust agreements securing any bonds issued hereunder, and to employ such consulting and other engineers, superintendents, managers, construction and financial experts, accountants, and attorneys, and such employees and agents as may, in the judgment of the authority, be deemed necessary, and to fix their compensation; provided, however, that all such expenses shall be payable solely from funds made available under the provisions of this Ordinance.
12. To accept grants or money or materials or property of any kind for any airport or other facilities from any federal or state agency, political subdivision, or other public body or from any private agency or individual, upon such terms and conditions as may be imposed.
13. To issue revenue certificates of the authority as hereinafter provided.
14. To do all acts and things necessary or convenient to carry out the powers granted by this Ordinance.
15. To contract with other governmental entities to operate airports, airfields, and other related facilities and services, including providing all personnel, tools, equipment, supervision, and other materials and services required therefore.

Bicycle/Pedestrian Advisory Commission (City Code Sec. 2-199) – The commission consists of seven (7) regular members and three (3) alternate members. The city manager, planning and development director, and police chief or their respective designees shall serve as ex officio members. At least five (5) regular members and two (2) alternate members must reside within the City limits. Members who are not City residents must reside within the City's utilities service area in a residence served by the City's utilities system, receiving either water or sewer service. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 3 regular vacancies; 2 alternate vacancies; 1 expired term

Current Members: Jacqueline Williams, resident	09/16/08 – 07/01/15, P+2
Vacant, resident	– 07/01/15
Evelyn Pabon, resident	08/21/12 – 07/01/16, P+1
Lorraine McIntosh, resident	06/15/10 – 07/01/16, 2
Roberto Maldonado, resident	07/17/12 – 07/01/17, 2
Jaime Rivera, resident	03/05/13 – 07/01/16, 1
Jose Fco Joglar-Gaya, resident (alt)	06/18/13 – 07/01/15, 1
Vacant, Regular	– 07/01/17
Vacant, Alternate	– 07/01/17
Vacant, Alternate	– 07/01/17

Meetings (City Code Sec. 2-199.2) - The commission shall meet at regular intervals, but in any event at least once each quarter. Meetings shall be called by the chairperson. The mayor and the city manager shall have the authority to call special meetings of the commission.

Current Meeting Schedule: 1st Thursday @ 5:30 PM; Commission Chamber

[The Bicycle/Pedestrian Advisory Commission is not currently meeting]

Duties (City Code Sec. 2-199.3) – The Commission shall:

1. Make recommendations regarding implementation of roadway and transportation improvements as it pertains to bicycle and pedestrian needs;

2. Promote safe and convenient enjoyment of the city's bicycle/pedestrian facilities through safety/educational programs and activities, community events and clinics, and other activities as necessary;
3. Promote communication and exchange of ideas and concerns among users of the city's bicycle/pedestrian facilities, city staff and the city commission;
4. Make reports and recommendations to the city commission and city staff with respect to the development and management of bicycle/pedestrian facilities;
5. Receive public input pertaining to bicycle and pedestrian transportation and infrastructure issues;
6. Make recommendations regarding the allocation of funds for capital expenditures relating to bicycle and pedestrian transportation;
7. Assist the planning & development department and the planning board in the preparation and adoption of an up-to-date bicycle/pedestrian facilities master plan;
8. Assist in the design of the Lake Wales Trailway and provide a public forum for citizens to participate in the planning effort for the trail;
9. Help ensure that the Lake Wales Trail (around Lake Wales) continues to serve the needs of the many citizens who use it;
10. Suggest changes in the land development regulations that ensure that we become a city that welcomes walking and bicycling;
11. Have such other duties and responsibilities granted by the mayor and city commission consistent with the bicycle and pedestrian needs of the city.

Board of Zoning Adjustment and Appeals (BOA) (City Code Sec. 23-206.1) – The board consists of five (5) members. Members must be residents. (3 year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 2 vacancies

Current Members: James Boterf, resident	10/04/11 – 07/01/16, 2
Barbara Follett, resident	08/07/07 – 07/01/16, 3-Final
Harold Weigand, resident	06/20/06 – 07/01/17, 4-Final
Vacant, resident	- 07/01/16
Vacant, resident	- 07/01/16

Meetings (City Code Sec. 23-206.2(c)) - The board of appeals shall hold regular meetings at the call of the chairman and at such other times as the board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.

Current Meeting Schedule: 3rd Thursday @ 9:00 AM; Commission Chamber

Duties (City Code Sec. 23-206.3) – The Board of Appeals shall:

1. Hear and decide appeals where it is alleged that there is an error in any order, decision or determination of the administrative official in the enforcement of these zoning regulations;
2. Authorize such variance from the terms of these zoning regulations as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of these zoning regulations would result in unnecessary and undue hardship. A variance from the terms of these zoning regulations shall not be granted until a public hearing is held before the board of appeals;
3. Hear and decide appeals where the planning board has denied an application for a special exception use permit or site plan approval;
4. Perform any other duties which are lawfully assigned to it by the city commission.

Citizens & Police Community Relations Advisory Committee (Resolution 2012-03) – The committee consists of three (3) members with a quorum requirement of two (2) members. One (1) member shall be an active Lake Wales police officer appointed by the Police Chief and two (2) members must be residents serving no more than two consecutive terms. (2-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy; 1 expired term

Current Members: Nathan Minton, resident 05/03/11 – 07/01/16, P+2
 Vacant, resident – 07/01/18
 Joseph VanBlarcom, police officer 05/03/11 – 07/01/15, 2

Meetings – Regular meetings shall be held monthly in the Municipal Administration Building or other locations as deemed appropriate by the committee.

Current Meeting Schedule: 3rd Thursday @ 6:00 PM; City Hall Lunch Room

Duties - The Committee shall:

1. Provide a forum for citizens to express their opinions about police procedures, and to receive informal information from the police department regarding police procedures;
2. Provide a forum for citizens and the police department to openly and respectfully discuss issues of concern with the hope that concerns can be positively resolved;
3. Provide a forum for citizens and the police department to engage in a dialogue that will be positive and productive and that will continue to foster a climate of trust and mutual respect.

Code Enforcement Board (City Code Sec. 2-56) – The board consists of seven (7) members. Whenever possible, membership shall include an architect, a businessperson, an engineer, a general contractor, a subcontractor and a realtor. Members must be residents. (3-year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy; 1 expired term

Current Members: Melissa Konkol, resident 01/19/10 – 07/01/18, 3
 Wilena Vreeland, resident 10/04/11 – 07/01/18, P+2
 Angela Jones, resident 05/07/13 – 07/01/15, 1
 Vacant, resident – 07/01/18
 Murray Zacharia, resident 06/18/13 – 07/01/16, 1
 William Follett, resident 07/03/07 – 07/01/16, 3-Final
 Jean Kincaid Scott, resident 06/17/08 – 07/01/17, 3

Current Meeting Schedule: 2nd Monday @ 5:00 PM; Commission Chamber

Powers (City Code Sec. 2-57) - The Code Enforcement Board imposes administrative fines and other noncriminal penalties to enforce city health and sanitation, local business tax receipt, fire, building, zoning and sign ordinances when it finds that a pending or repeated violation continues to exist.

In accordance with F.S. 162.08, The Code Enforcement Board has the power to:

1. Adopt rules for the conduct of its hearings.
2. Subpoena alleged violators and witnesses to its hearings. Subpoenas may be served by the sheriff of the county or police department of the municipality.
3. Subpoena evidence to its hearings.
4. Take testimony under oath.
5. Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance.

Community Redevelopment Agency (CRA) Board – The city commission serves as the CRA board. However, the CRA and City Commission are entirely two separate entities. The CRA Board is created in

accordance with F.S. ch. 163, part III for the purpose of implementing the community redevelopment plan for the expanded community redevelopment area approved by Resolution 99-6 of the city commission.

Governing body as CRA Board of Commissioners (City Code Sec. 2-72):

1. The city commission serves as the CRA Board and exercises all rights, powers, duties, privileges, and immunities vested in a community redevelopment agency by Chapter 163, Part III, Florida Statutes, as it may be amended from time to time;
2. In its capacity as CRA board, the commission constitutes the head of a legal entity that is separate, distinct and independent from the city commission as governing body of the City of Lake Wales.
3. The CRA board meets annually to designate a chairperson and vice-chairperson from among its members.
4. The CRA board meets as necessary to conduct the business and exercise the powers of the agency.
5. A majority of the members of the CRA Board shall constitute a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action may be taken by the CRA Board upon the vote of a majority of the members present.

Current Members: City Commission

CRA Citizen Advisory Committee (City Code Sec. 2-73) – The committee consists of five (5) members. One member is nominated by each city commissioner. Members must reside, own property or operate a business within the voting district represented by the commissioner provided that the property, residence or business of the nominee is within the boundaries of the CRA. (2 year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 2 vacancies (Seat 1; A-Large & Seat 4, District 27); 1 termed out

Current Members:	***Vacant*** (Seat 1 – At Large)	– 07/01/16
	Mark Bennett (Seat 2 – District 19)	04/21/15 – 07/01/16, 1
	Narvell Peterson, (Seat 3 – District 122)	12/07/10 – 07/01/15, P+2
	Vacant, (Seat 4 – District 27)	– 07/01/17
	Robin Gibson, (Seat 5 – District 28)	04/08/15 - 07/01/18, P+1

Meetings (City Code Sec. 2-73) - The CRA citizen advisory committee shall meet at the call of the chairman of the CRA board or upon the request of city staff but shall meet no less than once each year.

Current Meeting Schedule: 2nd Thursday @ 3:30 PM; Commission Chamber

Duties (City Code Sec. 2-73) – The Committee assist the CRA board in implementing redevelopment activities within the redevelopment area and to provide advice and recommendations to the CRA board on redevelopment matters as necessary.

Drug & Prostitution-Related Nuisance Abatement Board (City Code Sec. 15-10) – The board consists of seven (7) members. Members must be residents. (3-year term)

- An interview process is necessary for new applicants only.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 7 residents

Current Members: None / Inactive Board

Vacant, resident	– 12/01/15
Vacant, resident	– 12/01/15
Vacant, resident	– 12/01/15
Vacant, resident	– 12/01/15

Vacant, resident	– 12/01/15
Vacant, resident	– 12/01/16
Vacant, resident	– 12/01/16

Meetings (City Code Sec. 15-10(g)) – The members of the drug and prostitution-related nuisance abatement board shall meet annually and elect a chair, who shall be a voting member, from among the members of the board. The presence of four (4) shall constitute a quorum.

Current Meeting Schedule: Inactive Board

Powers (City Code Sec. 15-10) - Adopt rules for the conduct of its hearings and establish procedures; issue orders having the force of law consistent with authority contained herein; and take testimony under oath.

Enterprise Zone Development Agency (City Code Sec. 2-194; Sec. 2-191, F.S 290.001 – 290.016 (2001))

The Agency consists of eight (8) commissioners with a quorum requirement of five (5) members, and at minimum; six (6) commissioners must be residents of the City of Lake Wales. The commissioner seats shall be designated as seat #1 through #8 respectively. Each agency commissioner shall be appointed to a specific designated seat by majority vote of the city commission. A certificate of appointment or reappointment of any commissioner shall be filed immediately with the city clerk (3 year term)

The city commission shall appoint one (1) representative from each of the following groups: (One (1) individual may represent more than one (1) of the groups.) (3-year term)

- a. The local Chamber of Commerce;
 - b. A local financial or insurance entity;
 - c. The businesses operating within the area;
 - d. The residents residing within the area;
 - e. A non-profit community-based organization operating within the area;
 - f. The local private industry council;
 - g. The local police department;
 - h. The local code enforcement agency.
- An interview process is necessary for new applicants only.
 - Members are not required to file an annual Form 1, Statement of Financial Interests
 - Current Vacancies: 8 vacancies (Seats 1–8)

Current Members: None / Inactive Board

Vacant, (Seat 1)	– 12/01/15
Vacant, (Seat 2)	– 12/01/15
Vacant, (Seat 3)	– 12/01/18
Vacant, (Seat 4)	– 12/01/18
Vacant, (Seat 5)	– 12/01/17
Vacant, (Seat 6)	– 12/01/16
Vacant, (Seat 7)	– 12/01/16
Vacant, (Seat 8)	– 12/01/16

(City Code Sec. 2-194(3,4),

(3). The city commission may, by majority vote, remove a commissioner for inefficiency, neglect of duty, or misconduct in office, providing the commissioner has been given a copy of written charges at least ten (10) days prior to a hearing in which the commissioner is given an opportunity to be heard on said charges in person or by counsel.

(4) A seat on the agency shall be deemed vacant when a member has more than three (3) consecutive absences or five (5) absences within a calendar year, or because of death, resignation, removal, or completion of the term by any commissioner. A seat vacated prior to the expiration of its term shall be filled for its unexpired term by majority vote of the city commission.

Meetings (City Code Sec. 2-195(c):

- a. A majority of the appointed commissioners shall constitute a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action taken by the agency shall be upon a vote of a majority of the commissioners present.
- b. The city commission, by majority vote, shall designate a chairperson and vice chairperson of the agency, and the chair and vice chair shall serve in such capacity for one (1) year. The chair and vice chair may succeed themselves.
- c. In addition to the foregoing, the agency shall adopt rules necessary to the conduct of its affairs, and in keeping with the provisions of the article. Meetings shall be held at the call of the chairperson and at such other times as a majority of the commissioners may determine. All meetings shall be open to the public. The agency shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be public record and be immediately filed with the city clerk for the agency.

Current Meeting Schedule: Inactive Board

Powers & Responsibilities (City Code Sec. 2-196):

The agency may only exercise those powers and responsibilities expressly granted to it by the city commission and/or state law. Absent from such an express grant, the city commission hereby reserves all other powers and duties including, but not limited to those powers delegated to the city commission under the Act. The agency shall have the following powers and responsibilities:

1. To assist in the development and implementation of the strategic plan for the area (*A Strategic plan shall mean the enterprise zone development plan adopted by the city commission in accordance with the Act*);
2. To oversee and monitor the implementation of the strategic plan. The agency shall make quarterly reports to the city commission evaluating the progress in implementing the strategic plan;
3. To identify and recommend to the city commission ways to remove regulatory barriers; and
4. To identify to the city commission the financial needs of, and local resources or assistance available to, eligible businesses in the area.

Expenditure of Funds (City Code Sec. 2-197):

The expenditure of funds by the agency shall comply with the following requirements:

1. The agency shall have no authority to obligate or expend any funds, including grant funds, without the authorization of the city commission.
2. The agency shall perform its functions and responsibilities within the resources made available by the city, and shall not exceed its budget approved by the city.
3. The agency shall not incur any expense, debt, or obligation to be paid by the city, unless such expense, debt, or obligation is previously authorized by the city commission.
4. The agency commissioners shall not receive any compensation for service, but are entitled to payment of necessary and reasonable expenses incurred in the discharge of their duties if said expenses comply with the agency's approved budget.

Historic District Regulatory Board (City Code Sec. 23-208.2) – The board consists of five (5) regular members (appointed in accordance with section 2-26). At least 50% of the members shall reside or own property within the City. Members shall be chosen to provide expertise in the following disciplines to the extent such professionals are available in the community: historic preservation, architecture, architectural history, curation, conservation, anthropology, building construction, landscape architecture, planning, urban design, and regulatory procedures. (3-year term)

- An interview process is necessary for new applicants only.

- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy, resident or own property in City; 2 expired terms

Current Members: Lawrence (Larry) Bossarte, business owner 11/01/11 – 07/01/17, 2
 Jean Donaldson, resident 10/02/12 – 07/01/15, 1
 Leah Bartholomay, resident 05/06/14 – 07/01/15, P
 Diane Armington, owns property in the City 03/15/11 – 07/01/16, 2
 Vacant – 07/01/15

Meetings (City Code Sec. 23-208.3(c)) – The historic board shall hold regular meetings at the call of the chairman and at such other times as the board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice. No less than four (4) meetings shall be held each year.

Current Meeting Schedule: 3rd Thursday @ 5:30 PM; Commission Chamber

Functions, powers, and duties (City Code Sec. 23-208.4)

1. To hear and decide upon applications for certificates of appropriateness as required under this chapter;
2. To adopt guidelines for the review and issuance of certificates of appropriateness consistent with the purposes of this chapter, the historic preservation element of the comprehensive plan, and the Secretary of the Interior's standards for historic properties;
3. To make recommendations to the city commission on matters relating to the establishment of historic districts and regulation of such districts;
4. To make recommendations to the planning board and the city commission for amendments to the code of ordinances and the comprehensive plan on matters relating to historic preservation;
5. To make recommendations to the planning board and city commission regarding special permits for properties within an historic district in cases in which the special permit involves work requiring a certificate of appropriateness;
6. To perform any other duties which are lawfully assigned to it by the city commission

Historic Preservation Board (City Code Sec. 2-182) – (inactive) The board consists of nine regular members. At least four (4) members must be residents of the City. Up to four (4) members may be non-residents but must own property within the City limits or hold an occupational license issued by the City as required by sec 2-26). One member shall be a member of the City Commission. Up to four ex-officio members who are not residents and do not meet the other requirements of section 2-26 may also serve on the Board provided they meet the professional qualifications requirement of paragraph (c) of sec. 2-182. Appointments shall be for three years or until their successors are qualified and appointed. The Commissioner member shall be appointed for the duration of his or her term on the City Commission. Ex-officio members shall be appointed for three years. (3 year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 9 vacancies

Current Members: None

Meetings (City Code Sec. 2-185(a)) – The board shall hold regular meetings, but no less than four (4) times per year.

Current Meeting Schedule: Inactive Board

Powers & duties (City Code Sec. 2-185) - Make recommendations on applications for nomination to National Register of Historic Places; conduct ongoing survey and inventory of historic buildings, areas and sites in the city; make recommendations to city commission on potential landmark sites in the city.

Reporting (City Code Sec. 2-185(b)) – The board shall, on a bi-annual basis, make a written report to the city commission on its activities.

Housing Authority (F.S. 421.04) – The board consists of five (5) members. Members must reside in the City, own property in the City, or hold a valid occupational license issued by the City. One (1) member must be a resident of the housing project who is current in rent payment or a person of low income who is receiving a rent subsidy through a program administered by the Authority. No member may be an officer or employee of the City. (4-year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **None**

Primary Duties: Manage and control the city's low-rent housing units.

Current Meeting Schedule: 3rd Wednesday @ 6:00 PM; Housing Authority

Current Members: Janice Snell, resident	04/17/12 – 07/01/18, 2
Eddye Rivers, resident	07/01/08 – 07/01/16, 2
Wanda Lawson, resident	06/18/13 – 07/01/17, 1
Mellissa Montgomery, resident of housing project	06/21/11 – 07/01/17, 2
Helen Walters, resident	11/04/14 – 07/01/18, 1
Albert Kirkland, Jr., Ex-officio	n/a
Commissioner Jonathan Thornhill, City Liaison	06/04/13 – 05/02/17

Lakes Advisory Commission (City Code Sec. 2-171; 2-172) - The commission consists of seven (7) members. City Manager or his designee serves as an ex officio member. At least six (6) members must reside in the City. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **6 residents; 1 non-resident with city utilities**

Meetings (City Code Sec. 2-173) - The Board shall meet at regular intervals, but in any event at least once each quarter. Meetings are called by the chairman. Special meetings are called by the Mayor.

Current Meeting Schedule: **Inactive Board**

Duties (Sec. 2-174) - Advise the City Commission on matters involving the restoration, preservation or maintenance of lakes and waterways found within the city; To seek and solicit and make applications for any grants or funds offered by any entity, public or private, if such funds could be used by the city in the preservation, restoration and maintenance of the lakes and waterways found in the city. Any decision to accept offered funds or grants shall remain within the city commission.

Library Board (City Code Sec. 2-26,(b)) – The board consists of five (5) members. Four members must reside in the City, own property in the City or hold a valid business tax receipt issued from by the City. One member shall be a resident of the unincorporated Greater Lake Wales area having a Lake Wales address or a resident of the City of Lake Wales if the Lake Wales Public Library is a member of the Polk County Cooperative and receives operating funds from Polk County Board of County Commissioners (Ordinance 2008-07; 02/19/08). (5-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **1 vacancy, resident**

Current Meeting Schedule: 2nd Wednesday @ 11:00 a.m.; Lake Wales Library

Primary Duties: Operate the public library; control expenditures of all monies collected or donated to the Library Fund; appoint the library staff and establish rules and regulations for operation and use of the Library subject to the supervision and control of the City Commission.

Current Members: Glenda Morgan, outside	08/06/96 – 07/01/16, 4-Final
Donna Geils, resident	12/02/14 – 07/01/17, 1
Vacant, resident	– 07/01/16
Cheryl Garnett, resident	03/05/13 – 07/01/18, 1
Beverly Lamar, resident	07/01/04 – 07/01/19, 3-Final

Parks and Community Appearance Advisory Board (City Code Sec. 2-131) - The board consists of seven (7) members. A majority of the members shall reside or own property within the City limits. The Director of Planning or designee and Public Services Director or designee shall serve as ex-officio members. The board shall elect a chairman at its first meeting after the first day of July in each year. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 5 vacancies

Meetings (2-133) – The Board shall meet at regular meetings at least six (6) times per year.

Current Meeting Schedule: - 4th Monday @ 5:00 PM; Commission Chamber

[INACTIVE BOARD – The Parks Board is not currently meeting]

Current Members: Jean Kincaid Scott, resident	09/16/08 – 07/01/17, 3-Final
Vacant	– 07/01/18
Heidi Gravel, outside, business owner	05/15/07 – 07/01/16, 3-Final
Vacant	– 07/01/18
Vacant	– 07/01/16
Vacant	– 07/01/16
Vacant	– 07/01/17

Duties (Sec. 2-134) - The parks and community appearance advisory board shall, in coordination with the planning board and other boards, committees and civic groups of the city, prepare plans and make recommendations to the city manager and city commission regarding the following matters:

1. *Lake Wailes Park System.* Maintaining and upgrading the park around Lake Wailes and nearby parks including adjacent athletic facilities, Crystal Lake Park, North Lake Wailes Park, and Lake Alta.
2. *Neighborhood park system.* Maintaining and expanding the neighborhood park system to provide neighborhood and mini parks to all existing neighborhoods within the city in compliance with the policies of the comprehensive plan; establishing guidelines for developers regarding neighborhood and mini parks required in new developments.
3. *Community parks.* Maintaining and upgrading existing community parks and facilities; developing new community parks and facilities to serve the expanding population of the city in compliance with the policies of the comprehensive plan; budgeting recreation impact fees in compliance with city ordinances and policies; securing grants and other funding to provide such facilities.
4. *Streets and city entrances.* Upgrading the appearance of city streets through landscaping, signage control and other measures; creating attractive entrances to the city through landscaping and signage; providing consistent and attractive signage to guide visitors to landmarks, parks, civic buildings, and other features throughout the city.

5. *Maintenance programs.* Systems for regular maintenance of parks, streetscapes, and entrances, including facilities, landscaping, and signage to ensure high quality appearance; regulations for use of parks.

Planning & Zoning Board (City Code Sec. 23-205.2) – The board consists of seven (7) members. At least six (6) members must reside in the City and one (1) member must either reside in or own real property in the city. (3 year term)

- An interview process is required for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy

Current Members: Joanne Fuller, resident	09/19/06 – 07/01/18, 4-Final
Mark Bennett, resident	05/07/13 – 07/01/18, 2
Charlene Bennett, resident	02/16/10 – 07/01/16, 2
Vacant, resident	– 07/01/16
Sharon Allen, resident	07/01/04 – 07/01/17, P+4-Final
Warren Turner, resident	07/21/15 – 07/01/17, 1
John Gravel, property owner	05/06/14 – 07/01/16, 1

Meetings (2-133) – The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.

Current Meeting Schedule: - 4th Tuesday @ 5:00 p.m.; Commission Chamber

Rules of procedure (City Code Sec. 23-205.3):

The planning board shall elect from its **membership** one (1) member to serve as chairman and one (1) to serve as vice-chairman.

- a. The term of the chairman and vice-chairman named by the planning board shall be for a period of one (1) year with eligibility for re-election.
- b. The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.
- c. The planning board shall adopt rules for transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations which record shall be filed with the official records of the city. The planning board may set a limit on the number of applications which may be scheduled for review on an agenda.

Functions, powers and duties (City Code Sec. 23-205.4) - To act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, F.S., ch 163, part II, and perform all functions and duties prescribed therein:

1. To advise and make recommendations to the city commission regarding applications for amendments to the official zoning map and comprehensive plan, rezoning of property, preliminary planned development projects and subdivisions;
2. To consider the need for revision or addition of regulations in these land development regulations and recommend changes to the city commission;
3. To hear and decide applications for special exception use permits and site plans in compliance with these regulations;
4. To perform any other duties which are lawfully assigned to it by the city commission

Recreation Commission (City Code Sec. 2-161) – The recreation commission consist of thirteen (13) members from community organizations providing a recreation program for the community and three (3) citizen members representing the citizens at large. A quorum shall consist of six (6) members. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.

- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 citizen vacancy; 1 termed out citizen vacancy; 11 organizational vacancies

Organizational members are appointed by the board. No quorum has been met to re-appoint.

Current Meeting Schedule: - 3rd Monday; 12:00 p.m., City Manager's Conference Room
A quorum shall consist of six (7) members.

Current Members: Keri Hunt, citizen	11/01/11 - 07/01/17, 2
Jim Gouvellis	07/01/14 – 07/01/15, P
Vacant	– 07/01/15
Eileen Farchmin, Webber Intern'l University	09/19/11 - 07/01/14, 2
Robbie Shields, Lake Wales Soccer Club	09/19/11 - 07/01/14, 2
Patty McKeeman, Lake Wales Pram Fleet	09/19/11 - 07/01/14, 2
Deborah Rheiner/Linda Kimbrough, PAL	09/19/11 - 07/01/14, 2
Helen Petersen, Green & Gold Foundation	09/19/11 - 07/01/14, 2
Norm Rainey, Tennis Program	09/19/11 - 07/01/14, 2
John Abel, YMCA/Softball	09/19/11 - 07/01/14, 2
Clark Heter, YMCA	10/17/11 - 07/01/14, 2
Mimi Hardman, Historic Lake Wales Society	09/19/11 - 07/01/14, 2
Curt, Boys & Girls Club	09/19/11 - 07/01/14, 2

Membership (City Code Sec. 2-161):

Each community organization named in this paragraph shall be entitled to a seat on the recreation commission and shall appoint one (1) delegate who shall serve for a term of three (3) years. A citizen member shall serve no more than three (3) consecutive terms.

- (1) Green and Gold Foundation
- (2) Historic Lake Wales Society
- (3) Lake Wales Boys and Girls Club
- (4) Lake Wales Charter Schools
- (5) Lake Wales Little League
- (6) Lake Wales PAL
- (7) Lake Wales Pram Fleet
- (8) Lake Wales Public Library
- (9) Lake Wales Soccer Club
- (10) Lake Wales YMCA
- (11) Polk County School Board
- (12) Steelers Football and Cheerleading
- (13) Webber International University

A Community organization that is formed for the purpose of providing a recreation program for the youth of the community shall be entitled to one (1) delegate on the recreation commission provided that a majority of the existing members vote to expand the commission to include a delegate from said organization. (3-year term)

Powers (City Code Sec. 2-161) - The recreation commission shall have the power to adopt by-laws, set meeting times and dates, and decide other matters of procedure.

Duties (City Code Sec. 2-162):

- (a) During budget cycles **when the city funds a municipal recreation program** that includes a recreation director, the recreation commission shall:
 - (1) In coordination with public school officials, all local church organizations, all local service organizations and all local civic clubs, assist in any manner possible the recreation director in matters of public relations between all organizations and the general public.

- (2) Aid and assist the recreational director in the carrying out of all of the director's powers and duties.
- (b) During budget cycles when the city is unable to fund a municipal recreation program that includes a recreation director, the recreation commission shall:
 - (1) Serve as a steering committee to:
 - a. Coordinate publication of and participation in recreation programs currently run by various parent, church, or other community organizations;
 - b. Identify recreation needs that are not currently being met; and
 - c. Facilitate development of programs by various parent, church, or other community organizations to meet those unmet needs.
 - (2) Serve as liaison between the various parent, church, and other community organizations that provide recreation programs and city staff for the maintenance and improvement of the city's recreation facilities.
 - (3) Make recommendations to city staff for recreation improvements to be included in the city's capital improvement plan.
 - (4) Make recommendations to city staff for program funding assistance to be included in the city's operating budget.
- (c) The recreation commission shall also have the duty to review rules and regulations for use of recreation facilities and make recommendations to the city commission for approval or disapproval of said rules.

PENSION BOARDS

Firefighters' Retirement Board (City Code Sec. 16-163) – The board consists of five (5) trustees. Two (2) members must be legal residents of the City and two (2) members must be full-time firefighters employed by the Lake Wales Fire Department. Resident members are appointed by the Mayor with the advice and consent of the City Commission; firefighter members are selected by a majority of the firefighters who are members of the plan. The fifth member is chosen by a majority of the other four members and appointed by the Mayor. (4-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy, 5th Seat

Current Members: ***Vacant***, 5th Seat

Glen Gest, resident	01/04/07 - 09/30/18, 3
James (Jerry) Brown, resident	03/18/14 - 09/30/18, 1
Joe Jenkins, Fire Chief	10/01/98 - 09/30/18, 4
Christopher Whidden, Firefighter	09/15/14 - 09/30/18, 1

Meetings (City Code Sec. 16-163,(O)) – The board shall hold meetings, at least quarterly, determining the notice, place and time of each. A majority of its members shall constitute a quorum.

Current Meetings – Quarterly @ 4p.m.; Fire Department meeting room

Powers and duties (City Code Sec. 16-163 (I)) – The powers, duties and responsibilities of the board shall include the power and duty to:

- (1) Construe the provisions of the system and determine all questions arising thereunder;
- (2) Determine all questions relating to eligibility and participation;
- (3) Determine and certify the amount of all retirement allowances or other benefits hereunder;
- (4) Establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system;
- (5) Distribute to members at regular intervals information concerning the system;
- (6) Receive and process all applications for participation and benefits;
- (7) Authorize all payments whatsoever from the fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund;

- (8) Have performed actuarial studies and annual actuarial valuations and make recommendations regarding any and all changes in the provisions of the system;
- (9) Select a secretary, who shall keep a complete minute book of the actions, proceedings, or hearings of the board and who shall keep a record of all persons receiving pension payments, noting the time of commencement and cessation thereof. Minutes prepared by the secretary shall be filed with the city clerk and made part of the official records of the city;
- (10) Enforce the terms of the plan and the rules and regulations it adopts;
- (11) Direct the crediting and distribution of the trust;
- (12) Review and render decisions respecting a claim for (or denial of a claim for) a benefit under the plan;
- (13) Furnish the city with information which the city may require for tax or other purposes;
- (14) Engage the services of an investment manager or managers (as defined in § 3(38)) of the act, each of whom shall have such power and authority to manage, acquire or dispose of any plan asset under its control as authorized by the board;
- (15) Establish and maintain a funding standard account and to make credits and charges to the account to the extent required by and in accordance with the provisions of the Code;
- (16) Perform such other duties as are specified in this document; and
- (17) Appoint an administrator of the system if deemed appropriate by the board.

General Employees' Retirement Board (City Code Sec. 16-43) – The board consists of five (5) trustees. Two (2) members must be employees of the plan elected by a majority of the actively employed members of the retirement system, two (2) members must be a resident of the City, own property in the City or have a business tax issued from the City of Lake Wales, and one member is a voting Mayor and/or City Commissioner. (4-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **None**

Current Members: Linda Kimbrough, resident	06/17/08 - 04/01/19, 3
Violeta Salud, resident	04/01/04 - 04/01/16, 4
Sarah Kirkland, general employee	01/05/10 - 04/01/19, 3
James Slaton, general employee	04/26/12 - 04/01/16, 1
Commissioner Jonathan Thornhill, voting member	03/18/14 - 05/07/17, 1

Meetings (City Code Sec. 16-43(O)) – The board of trustees may hold meetings, determining the notice, place and time of each. A majority of its members shall constitute a quorum.

Current Meetings – Quarterly @ 8:30 a.m.; City Manager's conference room

Powers & Duties (City Code Sec. 16-43 (I)): The powers, duties and responsibilities of the board of trustees shall include the power and duty to:

- (1) Construe the provisions of the system and determine all questions arising thereunder;
- (2) Determine all questions relating to eligibility and participation;
- (3) Determine and certify the amount of all retirement allowances or other benefits hereunder;
- (4) Establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system;
- (5) Distribute to members at regular intervals information concerning the system;
- (6) Receive and process all applications for participation and benefits;
- (7) Authorize all payments whatsoever from the fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund;
- (8) Have performed actuarial studies and annual actuarial valuations and make recommendations regarding any and all changes in the provisions of the system;
- (9) Select a secretary, who shall keep a complete minute book of the actions, proceedings, or hearings of the board and who shall keep a record of all persons receiving pension payments,